LAUP

Efforts to Outcomes (ETO)

User Manual

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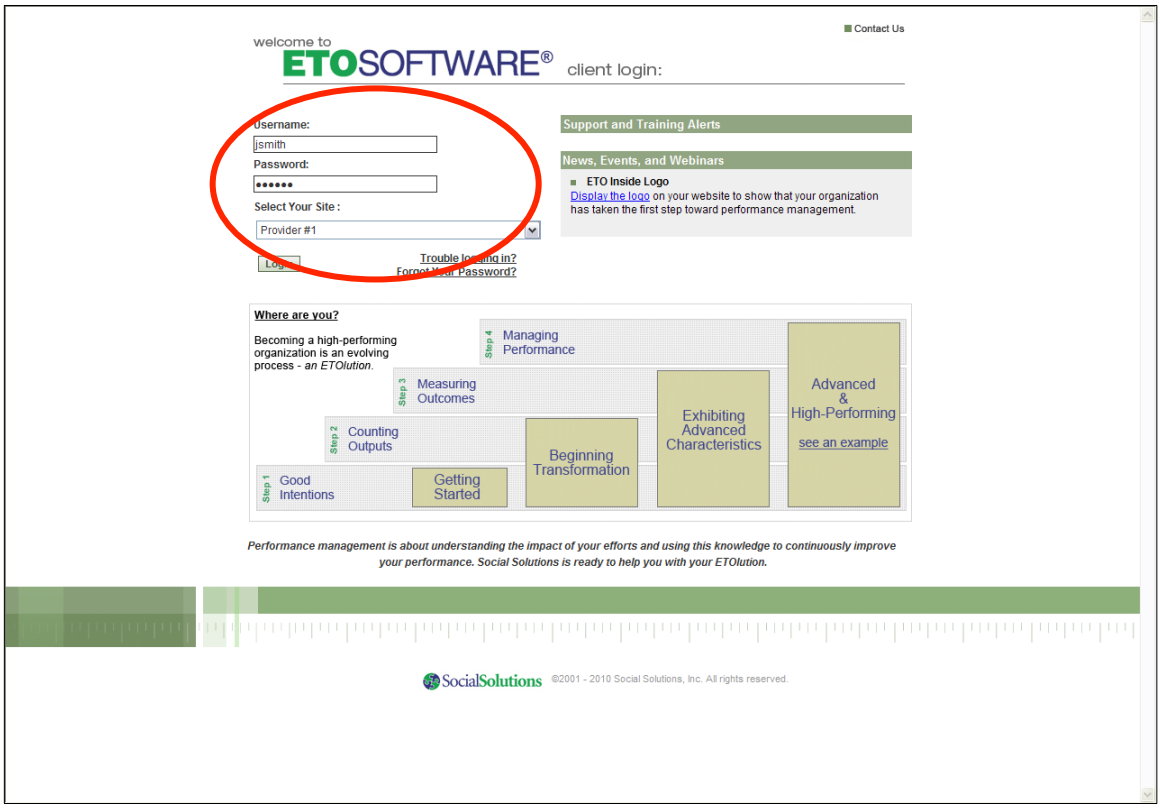
Logging into Your ETO Site


Contact Us
welcome to
ETOSOFTWARE®
client login:
Username:
jsmith
Password:
Select Your Site :
Provider #1
Trouble logging in?
Support and Training Alerts
News, Events, and Webinars
ETO Inside Logo
Display the logo on your website to show that your organization has taken the first step toward performance management.
Where are you?
Becoming a high-performing organization is an evolving process - an ETOlution.
Step 4 Managing Performance
Step 3 Measuring Outcomes
Step 2 Counting Outputs
Step 1 Good Intentions
Getting Started
Beginning Transformation
Exhibiting Advanced Characteristics
Advanced & High-Performing
see an example
Performance management is about understanding the impact of your efforts and using this knowledge to continuously improve your performance. Social Solutions is ready to help you with your ETOlution.
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ETO Client Login Page:

1. Open Internet Explorer.
2. Go to the following web site: http://laup.etosoftware.com.
3. Enter your **Username** and **Password.**
    a. If you do not know/remember your username and password contact the ETO Hotline, 213-416-1217 or 213-416-1836.
4. **Select Your Site** from the list on the screen.
    a. After the first login your site will become the default selection in this field and you will not have to select it again.
5. Click on **Login**.

Before accessing the ETO system, you will need to have internet access and be connected to the internet. The ETO system is ONLY compatible with Microsoft Internet Explorer. The ETO system will not run effectively with other Internet browsers, including MAC.

Navigating the ETO Home Page

This is the ETO home page where you will navigate through the ETO system.

Section 1: The Center Menu is the area with the primary functions you will most often use within the ETO system. Use the Center Menu when directed to do so in the ETO manual.

Section 2: The Right Menu lists the all of the functions in ETO. Only use this menu when directed to do so in the ETO manual. The narrow black bar to the left of the menu expands and hides the menu.

Section 3: The Upper Right Menu appears on every ETO screen and has links that will get you back to the Home Page, Log Out or view your account information.

It is very important to follow the steps outlined in this manual. If you do not complete the steps correctly your ETO data will be inaccurate and could possibly affect your payments. If you need assistance, contact the ETO Hotline, 213-416-1217 or 213-416-1836.

Enroll a New Family/Child (Entering Family/Child Information)

Before you are able to do anything using ETO, you must enter each child and their family information into the system and assign the child to a classroom/group. Use the LAUP Pre-Enrollment Form to begin

entering the Family/Child information into ETO. This is referred to as enrolling the Family/Child into the ETO system.

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
Participants
Participant History
Record Efforts
My Work
Entities
Reports
ETO Reports
Wizards
Program Administration
Site Administration
LAUP
LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
1
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 4 - Record A Child Assessment
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
GO 8 - Record A New Referral
GO 9 - View/Edit An Existing Referral
GO 10 - Dismiss Family/Child From Program
GO 11 - Edit Attendance
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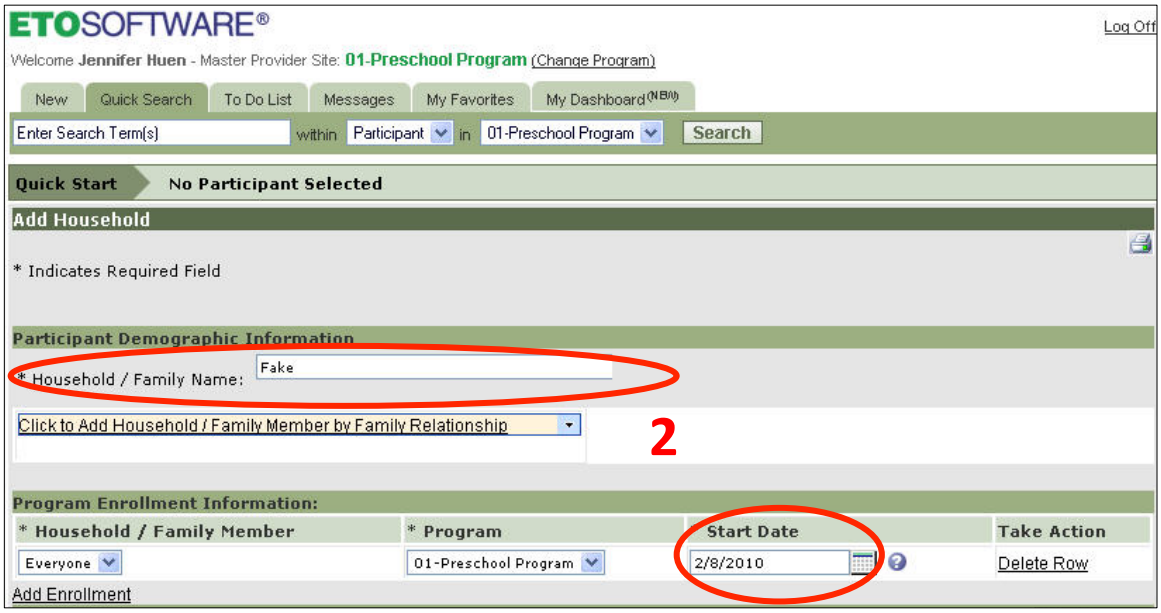
Online Community | Training Calendar | Support

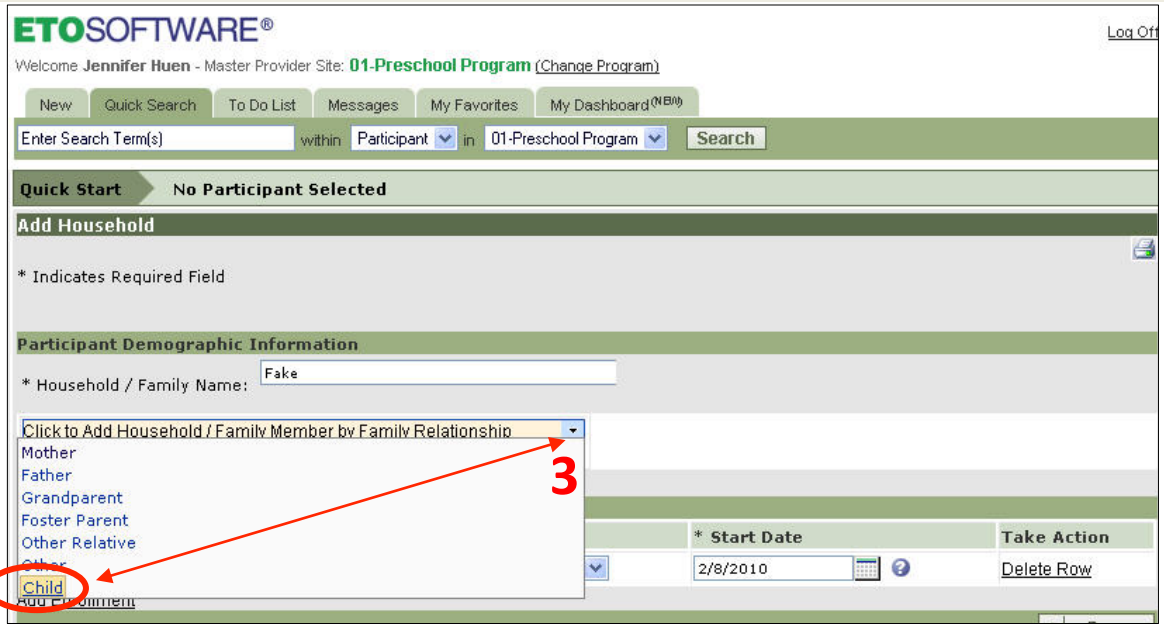
1. From the Home Page, select **#1- Enroll a New Family/Child** by clicking **GO.**

Use the information from the LAUP Pre-Enrollment Form to populate the Child and Family Members data in the following steps. If any information on the LAUP Pre-Enrollment Form is blank, please verify information with the family.

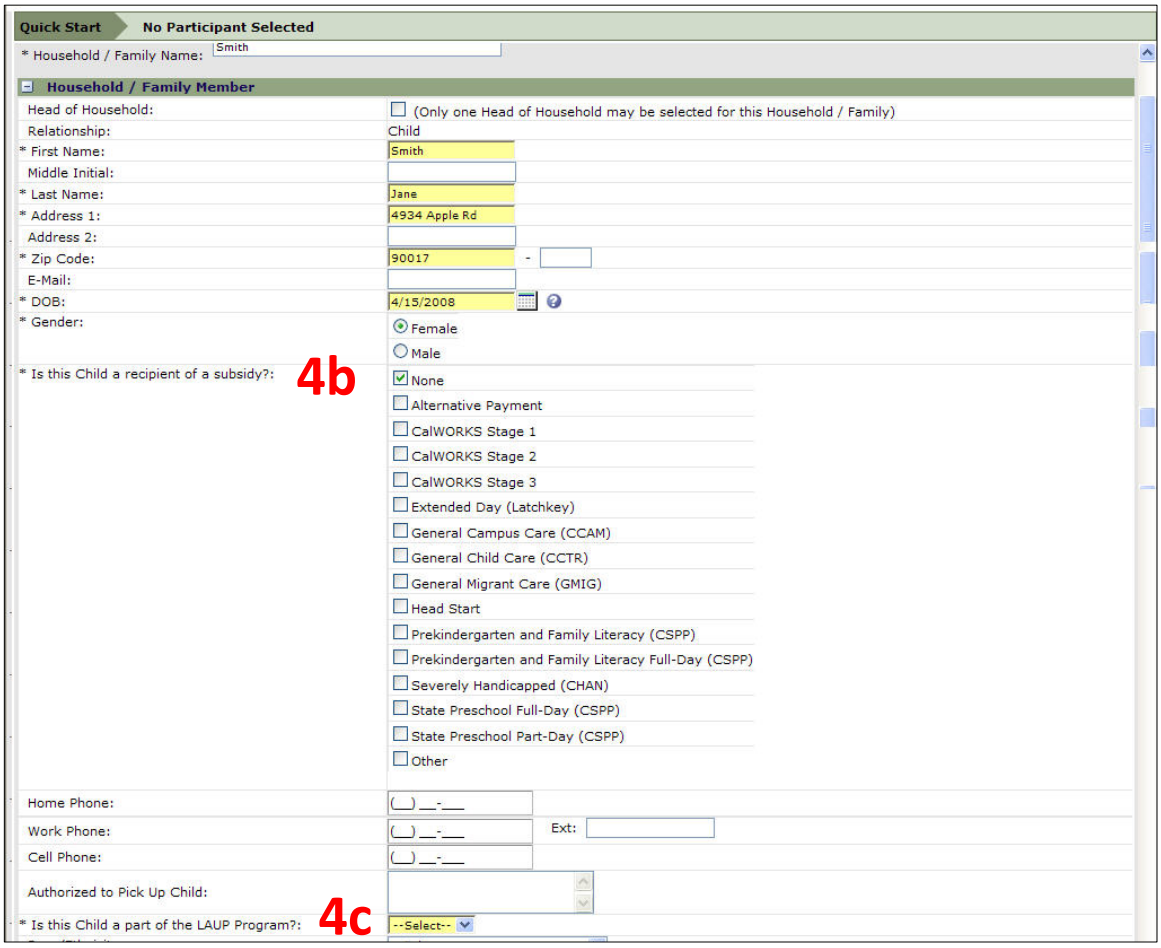


2. Enter the child's last name in **Household/Family Name**. All family members for this child will be linked to this name, regardless if other family members have a different last name**.** For the **Start Date:** Use the default, which is today's date. This date reflects the date the child is entered into the ETO system.

There may be instances where the Household/Family Name may be the same as another family at your site. You will need to differentiate between the two in ETO. For example: Household/Family Name: Smith Family 1, Household/Family Name: Smith Family 2

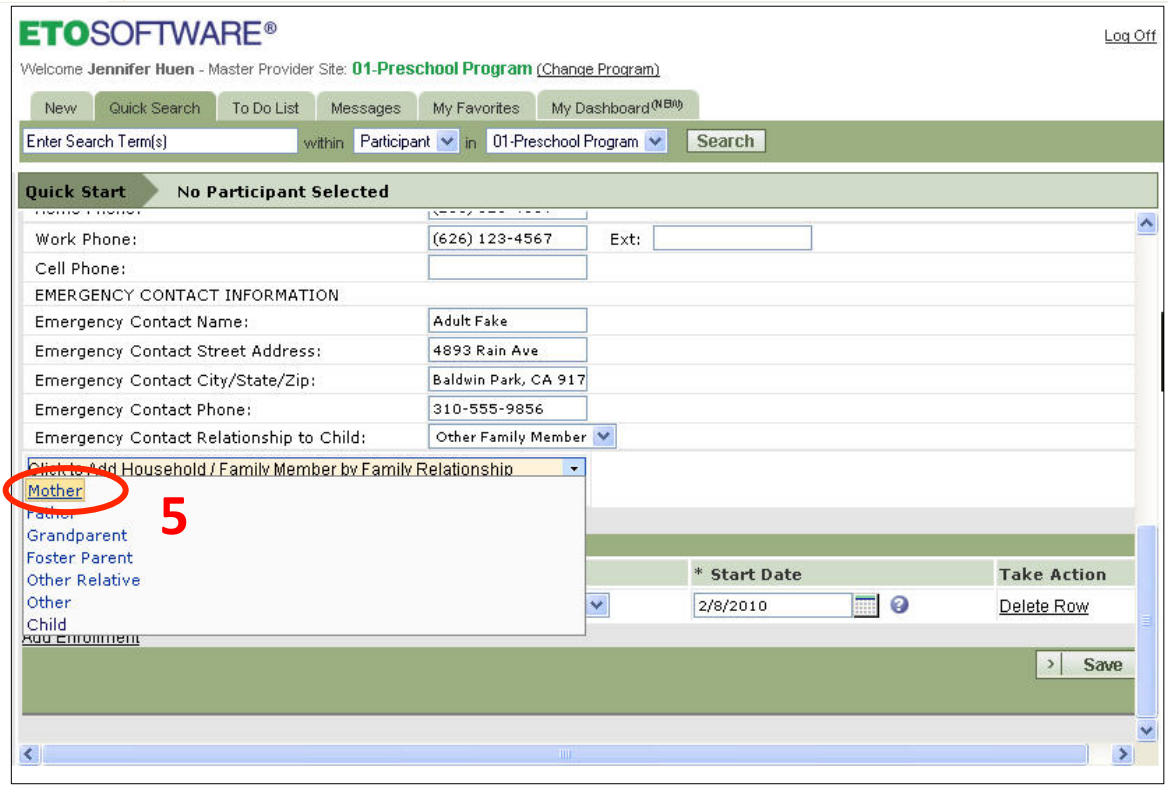


3. Click on the arrow for the **Click to Add Household/Family Member by Family Relationship** drop down menu, then click on **Child** and the **Participant Demographic Information** page will appear.

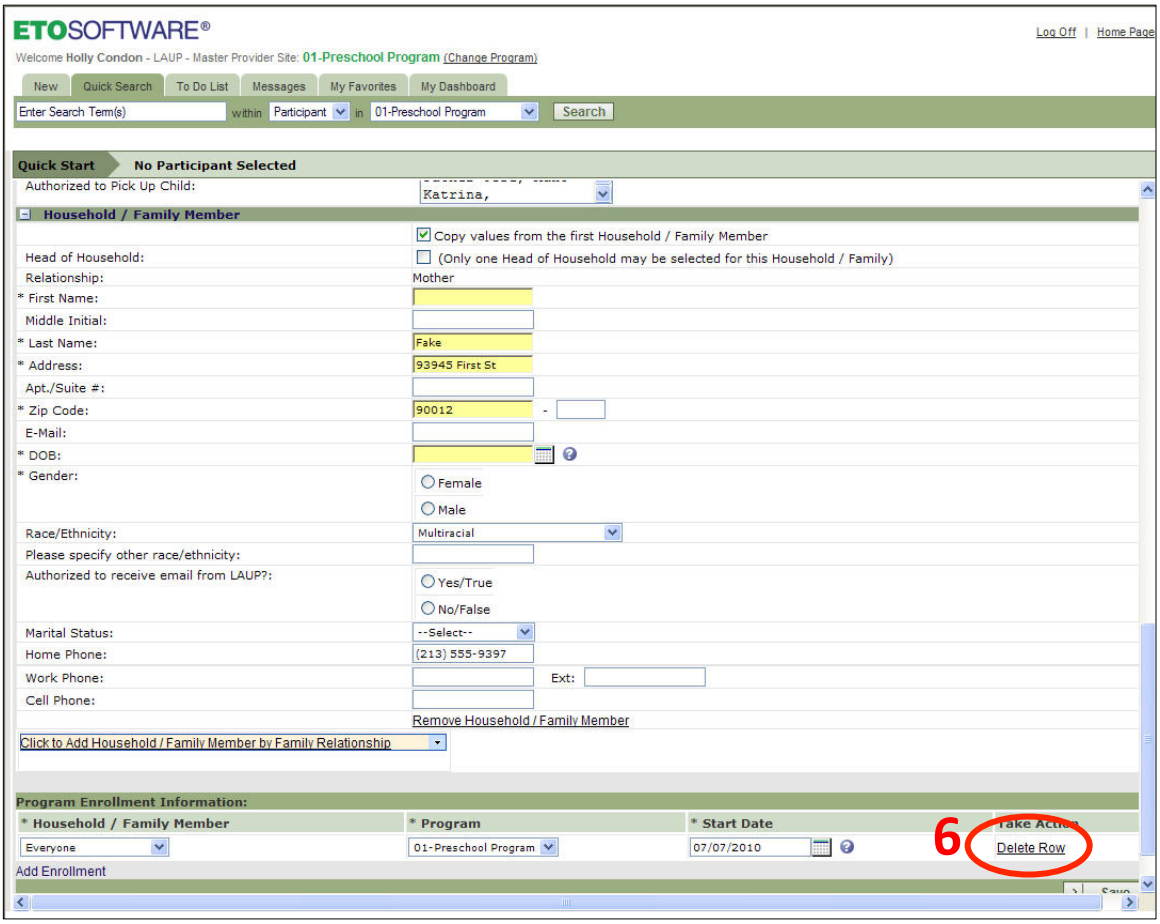


4. Enter the Child and Family information here on the **Participant Demographic Information** page. You will enter the child's information first and then family members:
    a. Fields with an asterisk (*) or highlighted in yellow are required fields.
    b. **Is this Child a recipient of a subsidy?** If the child is receiving any type of subsidy (your program receives funding from another source for the child) check the appropriate box. If you are unsure, check "None".
    c. **Is this Child a part of the LAUP program?** Select **"Yes"** if the child is part of the LAUP program
        - Please note: it is imperative that you remove a child from ETO if the parent does not complete the enrollment process. Otherwise, the child cannot enroll at another LAUP program if the parent elects to do so in the future.
    d. Any fields left blank without an asterisk* can be left blank and will not impact the ability to save data.
    e. Follow steps 5-8 to enter the parent/guardian information. At least one parent/guardian should be entered.

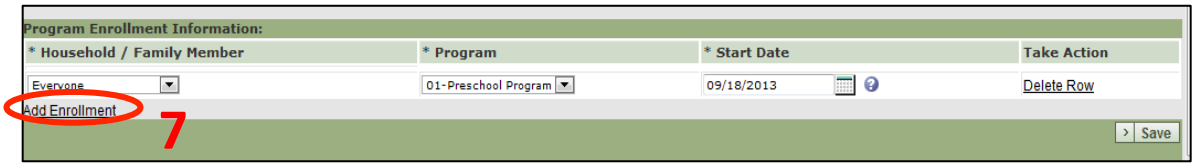
DO NOT CLICK SAVE YET!! You will need to follow steps 5-8 before clicking SAVE!



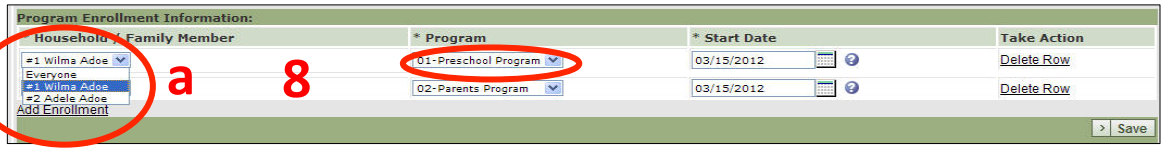
5. Enter the parent/guardian's information in the emergency contact section.

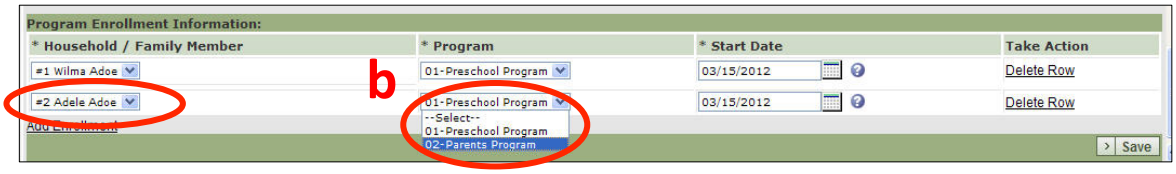


6. Delete the first row of the ***Household/ Family Member** section



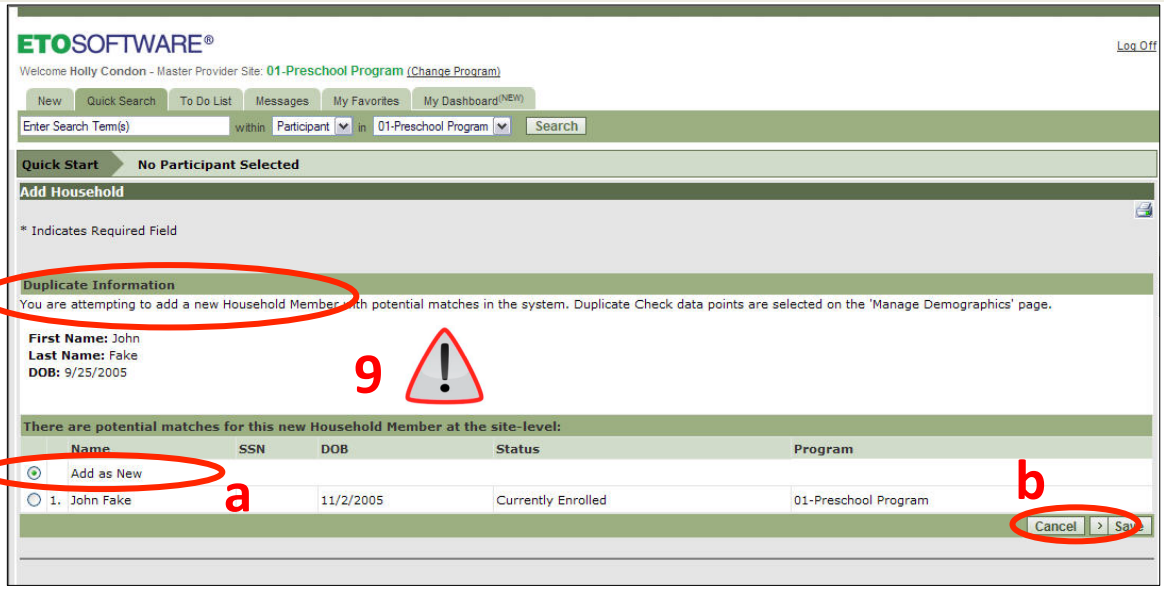
7. Click **Add Enrollment** once so that you see 1 row.





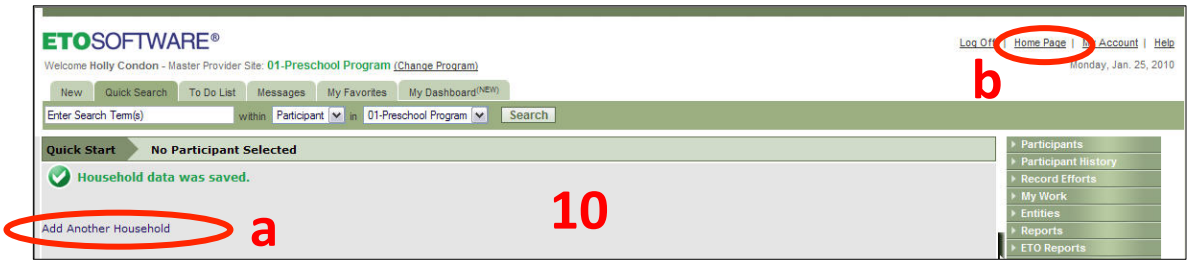
8. Each family member MUST be assigned to the appropriate **Program**. Children are assigned to the Preschool Program and the parents/guardians are assigned to the Parents Program. The names on the drop down menus will be listed in the order they were inputted.
    a. To assign the child to the Preschool Program, select the child from the **Household/Family Member** drop down menu and select **Preschool Program** from the **Program** drop down.
    b. To assign the parents/primary caregiver to the Parents Program, select the parent/primary caregiver from the **Household/Family Member** drop down menu and select **Parents Program** from the **Program** drop down menu. Complete this step for each parent/guardian entered into the system.
    c. For the **Start Date:** Use the default, which is today's date. This date reflects the date the child is entered into the system.
    d. When you have finished assigning each family member to the appropriate program, click **Save.** You have now entered the Household/Family information!

DO NOT click SAVE in Step 8 until you have verified the child and parent/guardian are assigned to the correct program!



9. This screen appears if the ETO system detects a Duplicate Entry.
    a. If this is not a duplicate entry, select **Add as New** to enroll the child into ETO and click **Save**.

b. If this is a duplicate entry, click **Cancel.** The system will automatically take you back to the Add **Household** screen (step 4) and you can edit the information.



10. To enroll additional children:
    a. Click **Add Another Household** and follow steps 2-8**.**
    b. When you are finished entering all of the children enrolled in your program, click **Home Page**.

LAUP Proposed Enrollment Group

Once enrolled in the ETO system, you will need to assign **ALL LAUP** children to the LAUP Proposed Enrollment Group for LAUP to confirm eligibility.

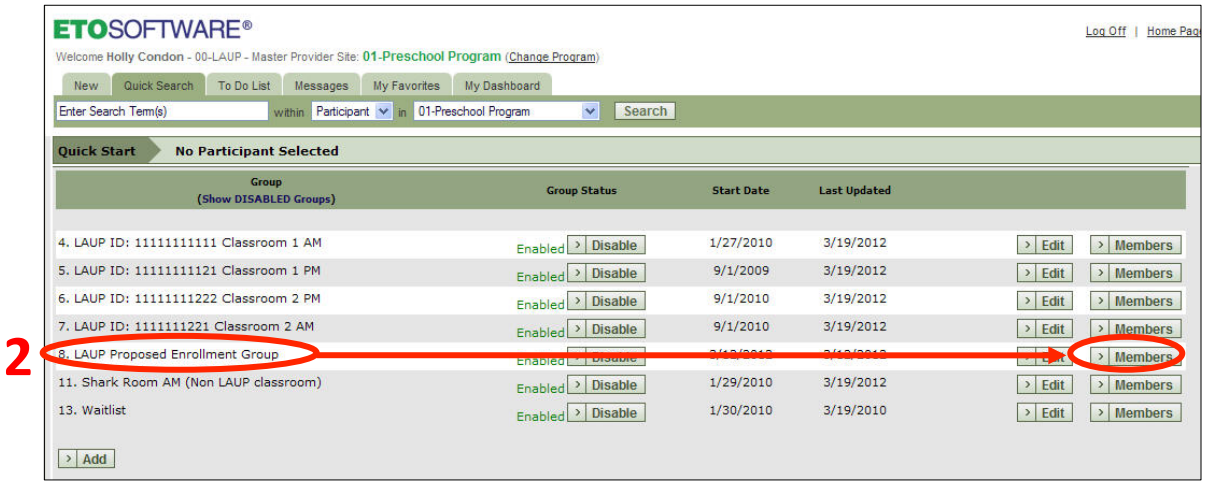
- From April 1 through August 20 of the program year, LAUP will verify each child's eligibility within 14 days of being enrolled into the system. LAUP will notify parents through standard mail of their child's eligibly within 14 days enrollment of the child and parent/guardian into the system.
- From August 21 through June 30 After, LAUP will verify each child's eligibility within 48 hours being enrolled into the system. LAUP will notify parents through standard mail of their child's eligibly within 7 days enrollment into the system.
    - You will need to check eligibility confirmations in ETO by following the steps in the *Verifying Children's Eligibility* section.
- Once children's eligibility has been verified, please remove children from the LAUP Proposed Enrollment Group. You will then need to assign child(ren) to their appropriate classroom group and edit their start date. To do this, see the sections *Assigning Children to Classroom Group* and *Editing Start Date.*
    - At the end of each school year, you will need to dismiss children from your classroom group before assigning the new children to the group. To do this, see the section *Dismiss Entire Classroom Group from Program* section.
- Child Enrollment Forms and LAUP Parent Consent Forms are to be completed after eligibility has been verified by LAUP.

DO NOT enter children into the LAUP Classroom Groups before entering children into the Proposed Enrollment Group and allowing time for LAUP staff to confirm eligibility.

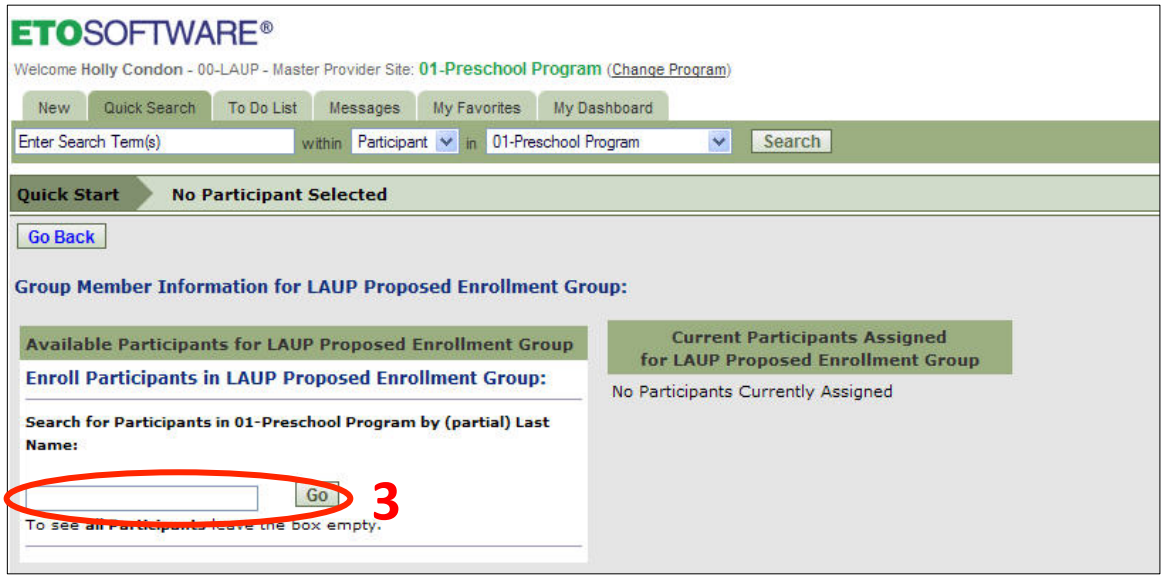
Assigning Children to the Proposed Enrollment Group

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
LAUP LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
GO 8 - Record A New Referral
GO 9 - View/Edit An Existing Referral
GO 10 - Dismiss Family/Child From Program
1

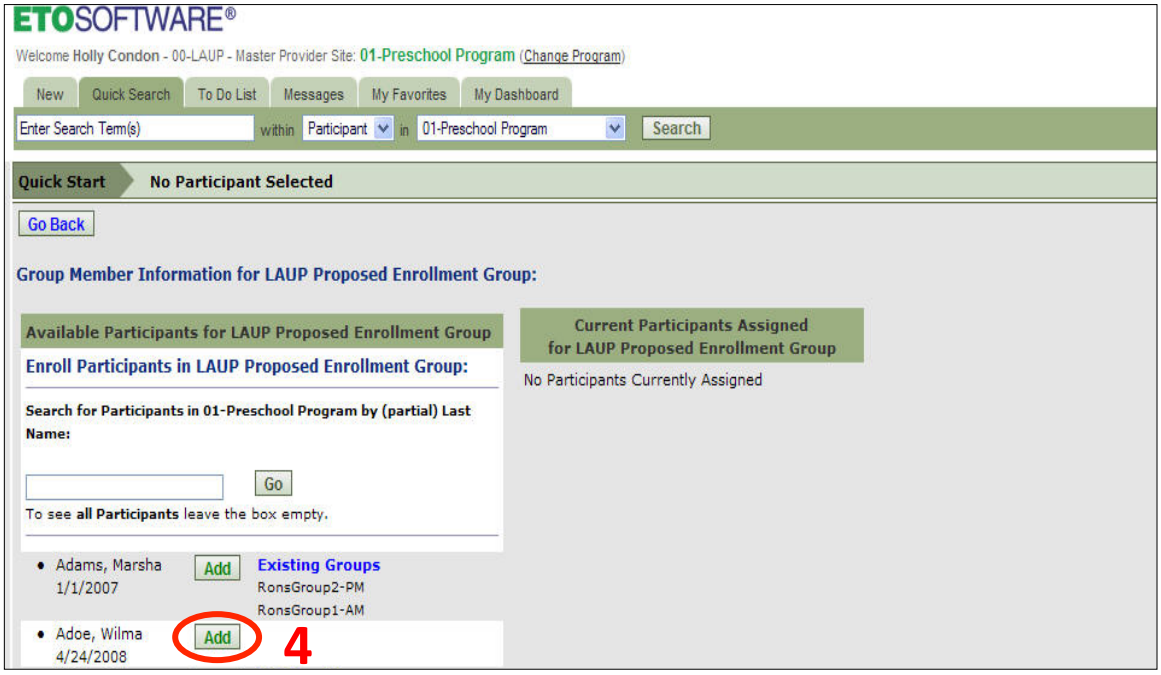
1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**


ETOSOFTWARE®
Log Off | Home Pag
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Group (Show DISABLED Groups)
Group Status
Start Date
Last Updated
4. LAUP ID: 11111111111 Classroom 1 AM Enabled Disable 1/27/2010 3/19/2012 Edit Members
5. LAUP ID: 11111111121 Classroom 1 PM Enabled Disable 9/1/2009 3/19/2012 Edit Members
6. LAUP ID: 11111111222 Classroom 2 PM Enabled Disable 9/1/2010 3/19/2012 Edit Members
7. LAUP ID: 1111111221 Classroom 2 AM Enabled Disable 9/1/2010 3/19/2012 Edit Members
8. LAUP Proposed Enrollment Group Members
11. Shark Room AM (Non LAUP classroom) Enabled Disable 1/29/2010 3/19/2012 Edit Members
13. Waitlist Enabled Disable 1/30/2010 3/19/2010 Edit Members
Add
2

2. Click **Members** for the LAUP Proposed Enrollment Group

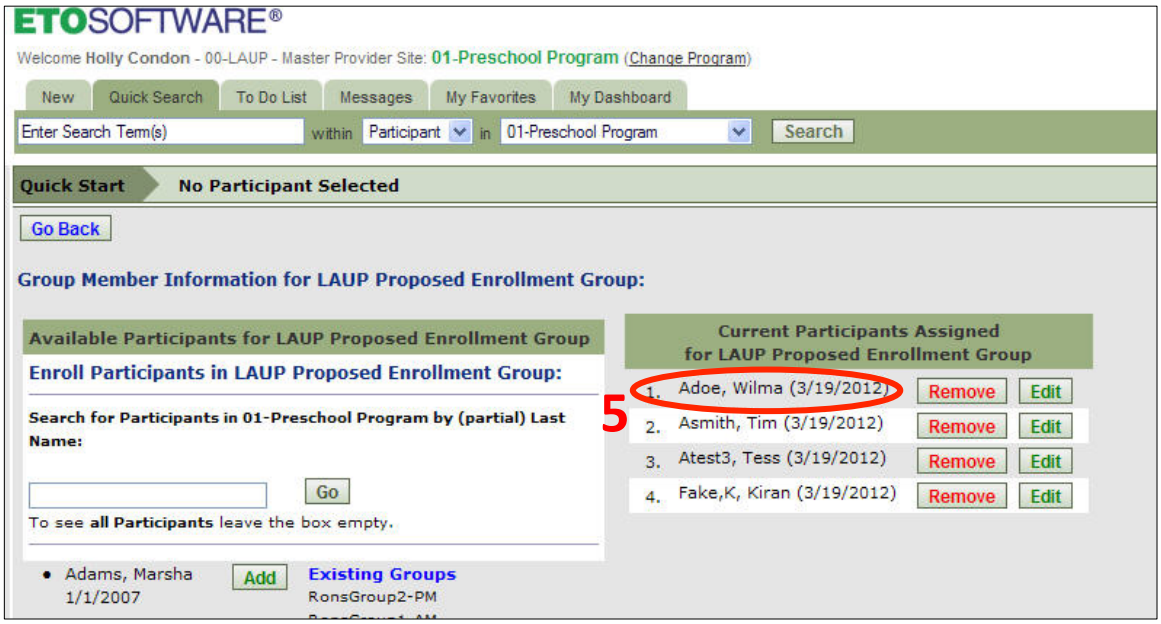


3. To search for children you have enrolled into the ETO system;
    a. Leave the search box empty, click **GO** and all children enrolled in the system will appear.



4. You will need to add each child individually to the classroom group. Click on **ADD** next to the child's name to add them to the classroom group.

    Existing Groups: This indicates that the child has already been assigned to a classroom group and should not be assigned to another classroom group.



5. The child added will appear in **Current Participants Assigned for Classroom Group for (name of Classroom Group)** list. Follow step 4 for each child to be added to the classroom group.

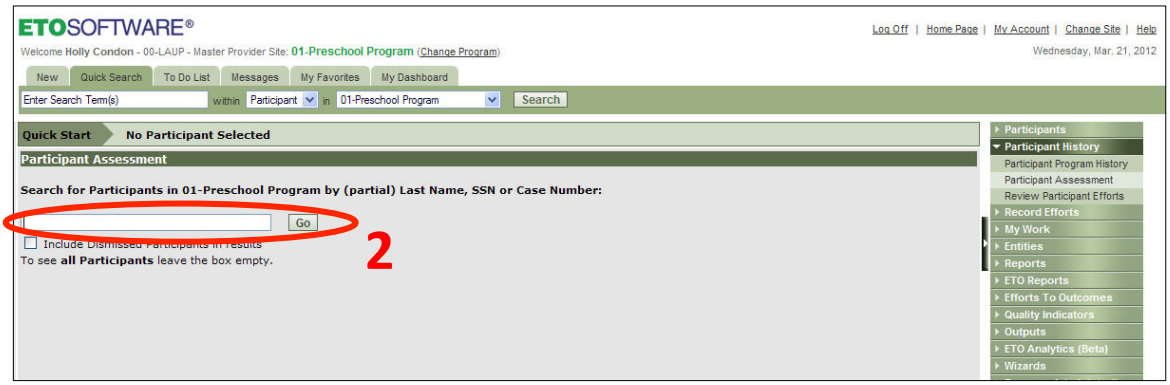
Verifying Children's Eligibility

There are 2 ways you can verify children's eligibility for the LAUP program

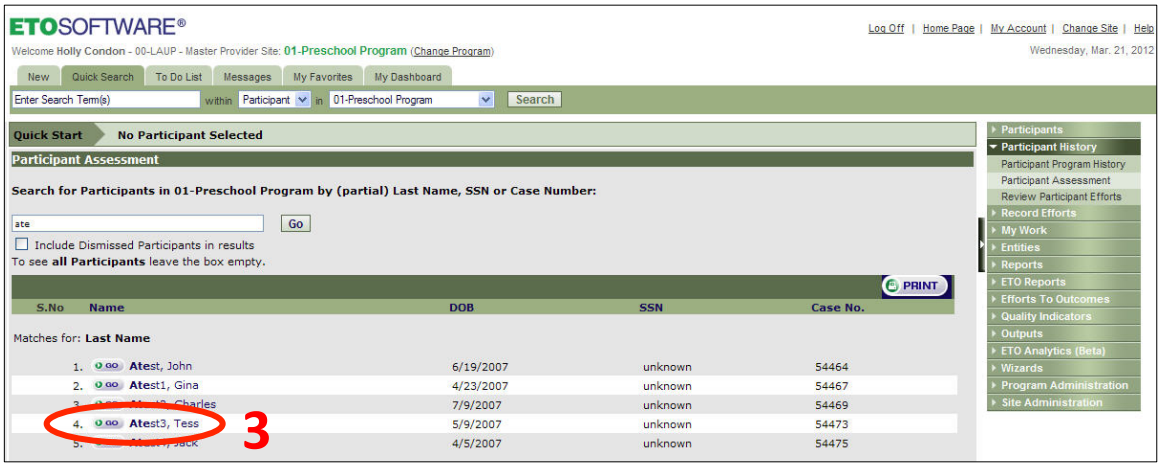
1. Per individual child
2. Per classroom group

Verifying Individual Child's Eligibility

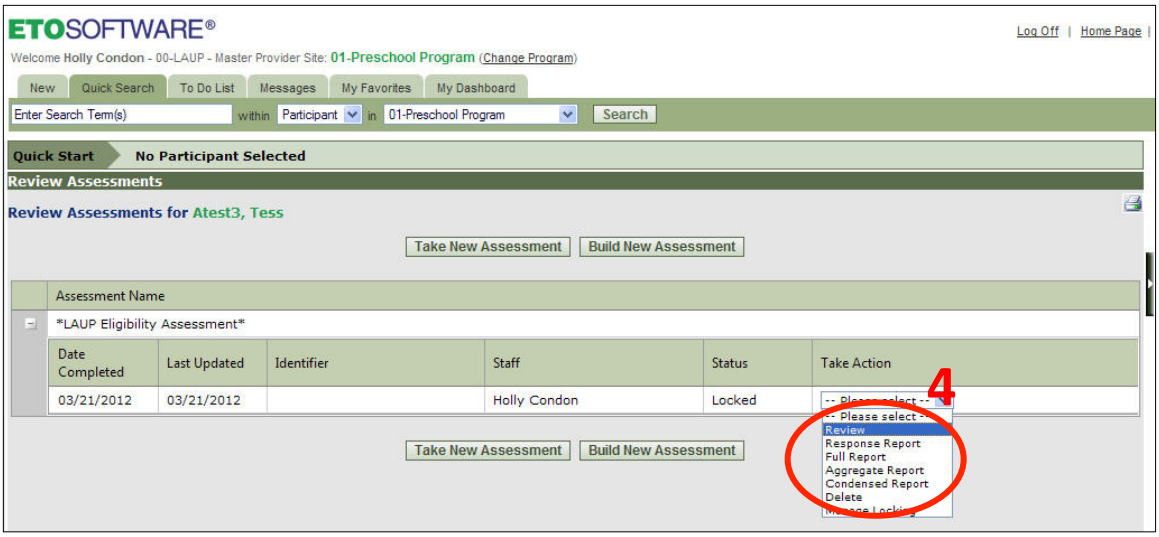
1. From the Right Menu, under **Participant History**, click **Participant Assessment.**


ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Mar. 21, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Participant Assessment
Search for Participants in 01-Preschool Program by (partial) Last Name, SSN or Case Number:
Go
Include Dismissed Participants in Results
To see all Participants leave the box empty.
2
Participants
Participant History
Participant Program History
Participant Assessment
Review Participant Efforts
Record Efforts
My Work
Entities
Reports
ETO Reports
Efforts To Outcomes
Quality Indicators
Outputs
ETO Analytics (Beta)
Wizards

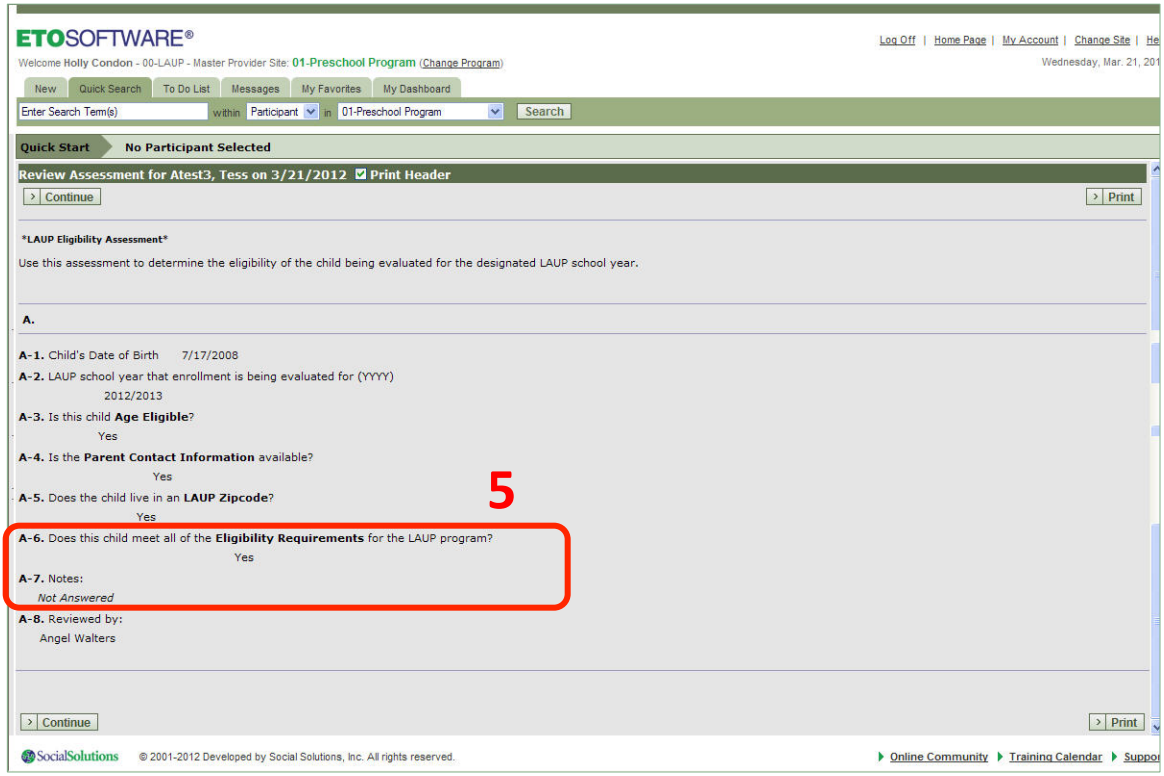
2. Enter the child's last name (or you may leave the box blank to view all children's names) in the search box and click **GO**.



3. Select the child by clicking **GO** next to the child's name and the following screen will appear.



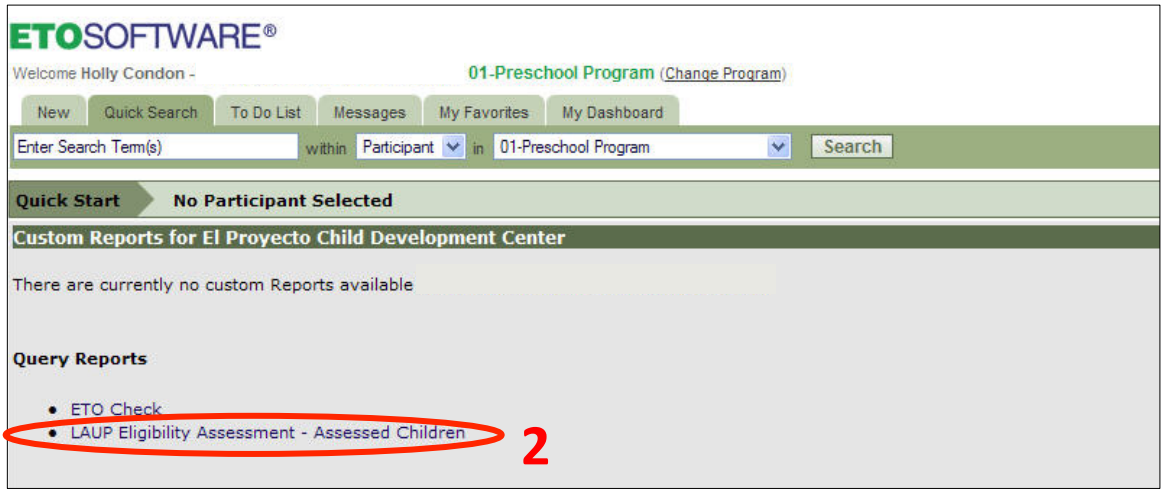
4. From the **Take Action** drop down menu select **Review** and the following screen will appear.



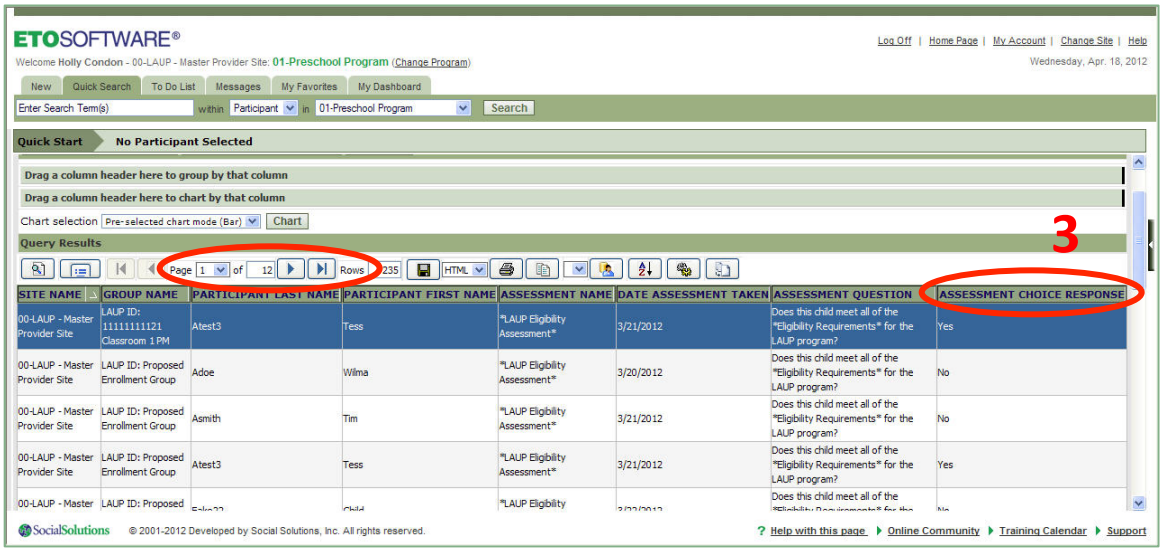
5. See **A-6. Does this child meet all of the Eligibility Requirements for the LAUP Program** to confirm eligibility. If a child is not eligible, the reasons why will be stated in **A-7. Notes**.

Verifying Classroom Group Eligibility

1. From the Right Menu, click **Reports** and then click **Custom Reports**.



2. Click **LAUP Eligibility Assessment – Assessed Children**


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page | My Account | Change Site | Help
Wednesday, Apr. 18, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Drag a column header here to group by that column
Drag a column header here to chart by that column
Chart selection Pre-selected chart mode (Bar) Chart
Query Results
3
Page 1 of 12 Rows 235 HTML
SITE NAME | GROUP NAME | PARTICIPANT LAST NAME | PARTICIPANT FIRST NAME | ASSESSMENT NAME | DATE ASSESSMENT TAKEN | ASSESSMENT QUESTION | ASSESSMENT CHOICE RESPONSE
00-LAUP - Master Provider Site | LAUP ID: 11111111121 Classroom 1 PM | Atest3 | Tess | *LAUP Eligibility Assessment* | 3/21/2012 | Does this child meet all of the *Eligibility Requirements* for the LAUP program? | Yes
00-LAUP - Master Provider Site | LAUP ID: Proposed Enrollment Group | Adoe | Wilma | *LAUP Eligibility Assessment* | 3/20/2012 | Does this child meet all of the *Eligibility Requirements* for the LAUP program? | No
00-LAUP - Master Provider Site | LAUP ID: Proposed Enrollment Group | Asmith | Tim | *LAUP Eligibility Assessment* | 3/21/2012 | Does this child meet all of the *Eligibility Requirements* for the LAUP program? | No
00-LAUP - Master Provider Site | LAUP ID: Proposed Enrollment Group | Atest3 | Tess | *LAUP Eligibility Assessment* | 3/21/2012 | Does this child meet all of the *Eligibility Requirements* for the LAUP program? | Yes
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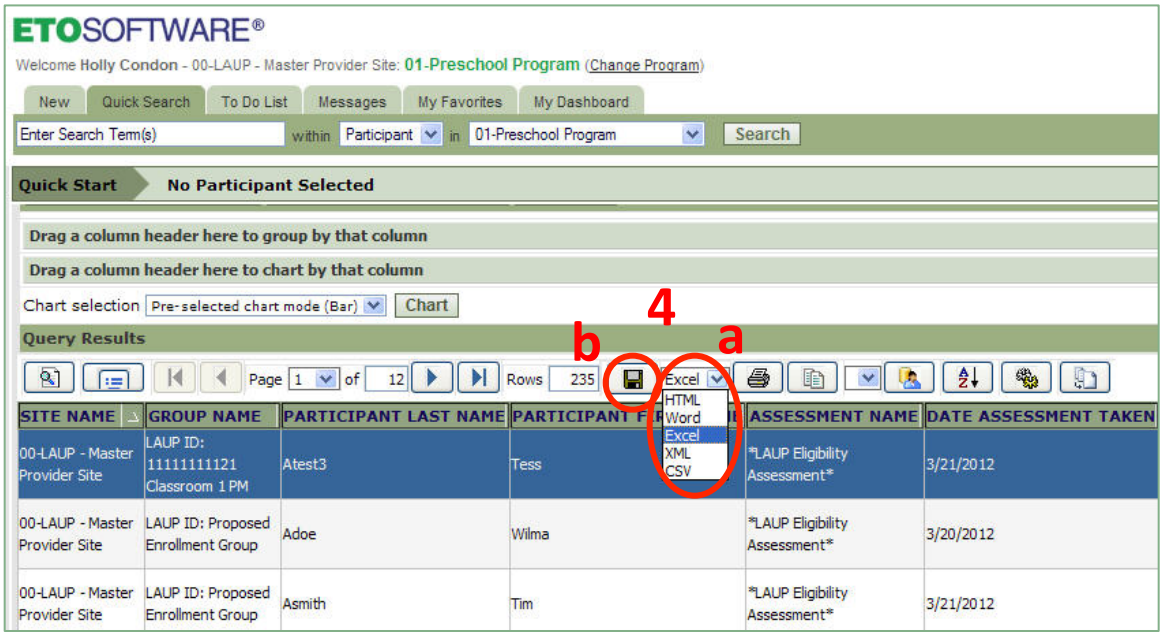
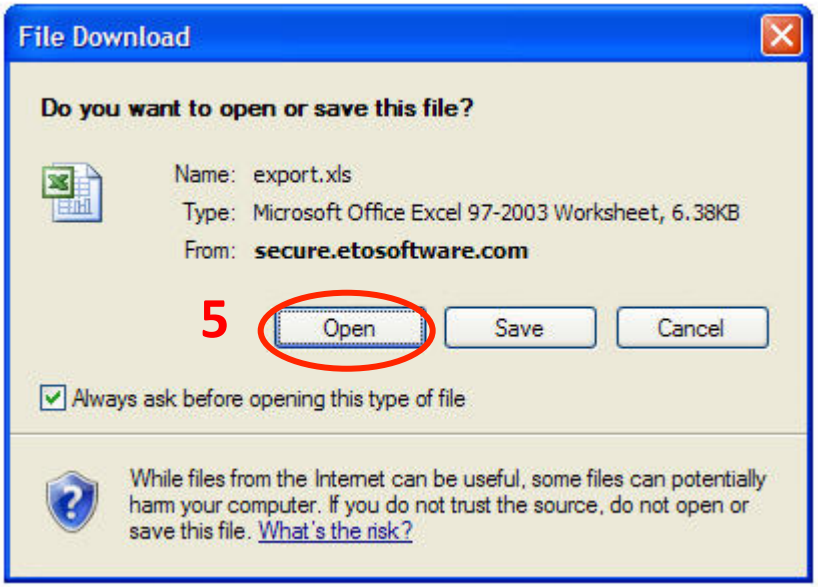
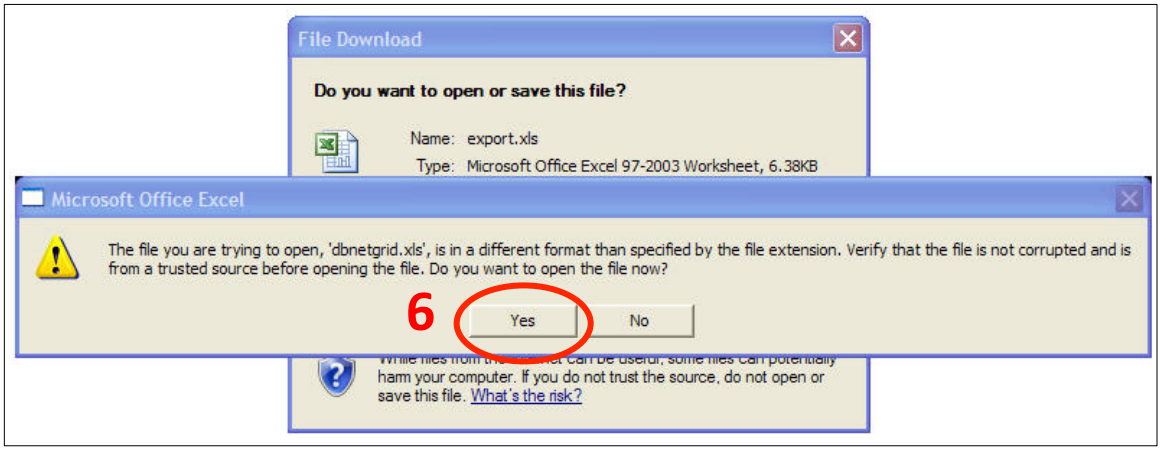
3. **Scroll** down and/or click **Page numbers** to see your entire classroom group list. The last Colum, **Assessment Choice Response** confirms eligibility: YES-child is eligible or NO-child is ineligible.


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Drag a column header here to group by that column
Drag a column header here to chart by that column
Chart selection Pre-selected chart mode (Bar) Chart
Query Results
4
b
a
Page 1 of 12 Rows 235 Excel
HTML
Word
Excel
XML
CSV
SITE NAME | GROUP NAME | PARTICIPANT LAST NAME | PARTICIPANT F | ASSESSMENT NAME | DATE ASSESSMENT TAKEN
00-LAUP - Master Provider Site | LAUP ID: 11111111121 Classroom 1 PM | Atest3 | Tess | *LAUP Eligibility Assessment* | 3/21/2012
00-LAUP - Master Provider Site | LAUP ID: Proposed Enrollment Group | Adoe | Wilma | *LAUP Eligibility Assessment* | 3/20/2012
00-LAUP - Master Provider Site | LAUP ID: Proposed Enrollment Group | Asmith | Tim | *LAUP Eligibility Assessment* | 3/21/2012

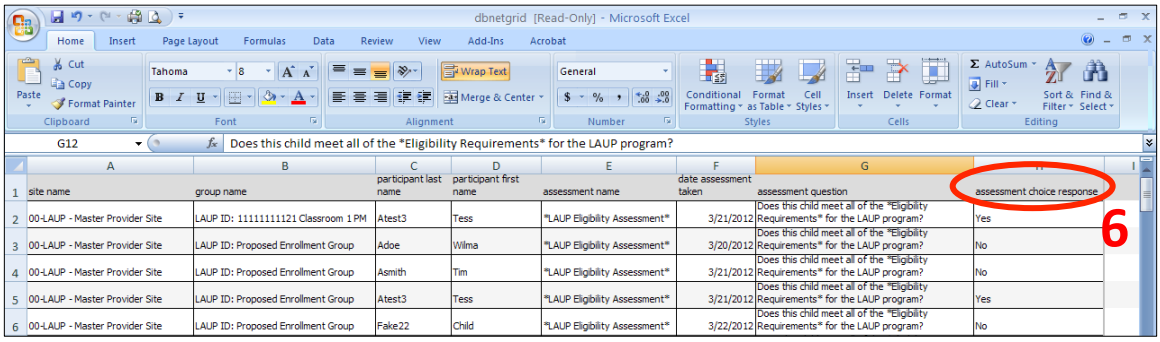
4. To save the information to an Excel spreadsheet complete the following steps:
    a. Select **Excel** from the drop down menu
    b. Click the **Save** button


File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 6.38KB
From: secure.etosoftware.com
5
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

5. Click **Open.**


File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 6.38KB
Microsoft Office Excel
The file you are trying to open, 'dbnetgrid.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
6
Yes
No
harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

6. Click **Yes** and your spreadsheet will open


dbnetgrid [Read-Only] - Microsoft Excel
G12
Does this child meet all of the *Eligibility Requirements* for the LAUP program?
6

	A	B	C	D	E	F	G	H
1	site name	group name	participant last name	participant first name	assessment name	date assessment taken	assessment question	assessment choice response
2	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	Atest3	Tess	*LAUP Eligibility Assessment*	3/21/2012	Does this child meet all of the *Eligibility Requirements* for the LAUP program?	Yes
3	00-LAUP - Master Provider Site	LAUP ID: Proposed Enrollment Group	Adoe	Wilma	*LAUP Eligibility Assessment*	3/20/2012	Does this child meet all of the *Eligibility Requirements* for the LAUP program?	No
4	00-LAUP - Master Provider Site	LAUP ID: Proposed Enrollment Group	Asmith	Tim	*LAUP Eligibility Assessment*	3/21/2012	Does this child meet all of the *Eligibility Requirements* for the LAUP program?	No
5	00-LAUP - Master Provider Site	LAUP ID: Proposed Enrollment Group	Atest3	Tess	*LAUP Eligibility Assessment*	3/21/2012	Does this child meet all of the *Eligibility Requirements* for the LAUP program?	Yes
6	00-LAUP - Master Provider Site	LAUP ID: Proposed Enrollment Group	Fake22	Child	*LAUP Eligibility Assessment*	3/22/2012	Does this child meet all of the *Eligibility Requirements* for the LAUP program?	No

7. The last column, **Assessment Choice Response** confirms eligibility: YES-child is eligible or NO-child is ineligible.

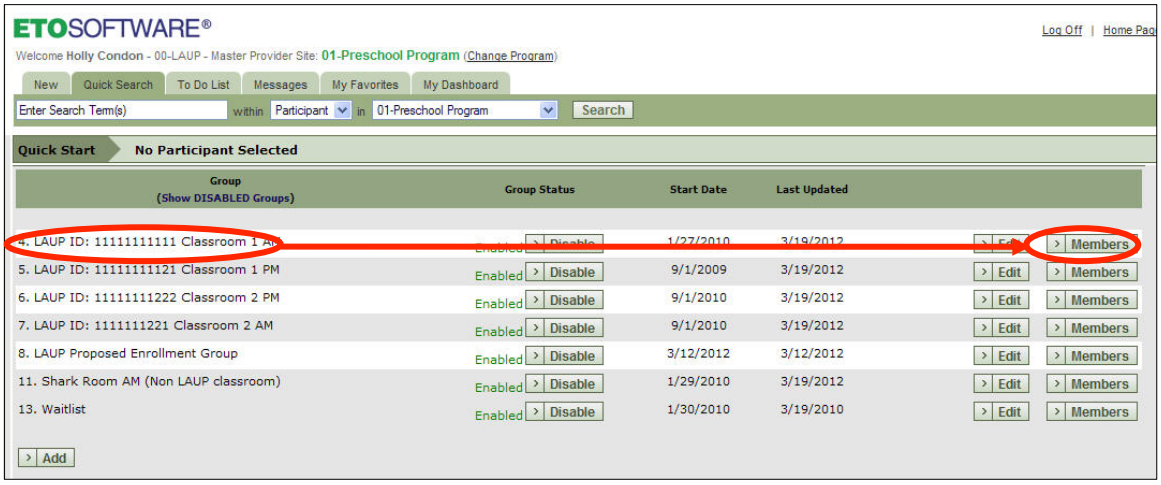
REMINDER: Once eligibility has been confirmed, you will need to assign children to their appropriate classroom group. See the section "Assigning Children to Classroom Group"

Assigning Children to Classroom Group

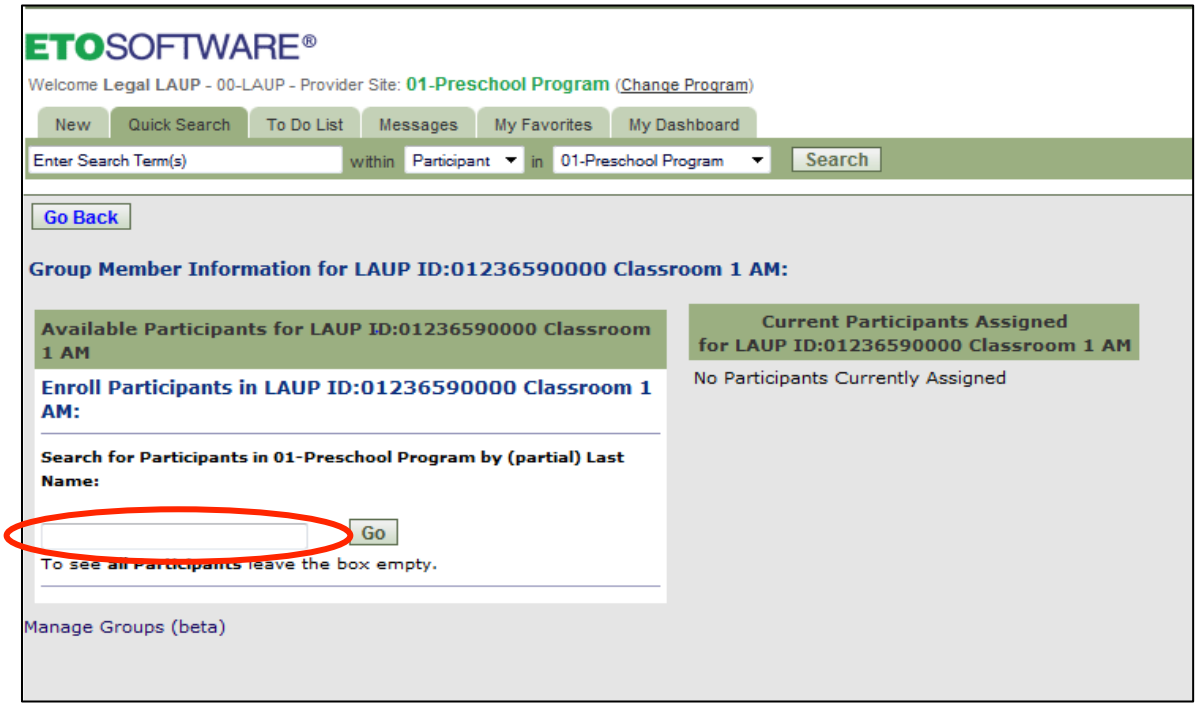
To assign child(ren) to their appropriate classroom group once child(ren)'s eligibility has been confirmed by LAUP:

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
LAUP LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
1 - Enroll a New Family/Child
2 - View Edit Family/Child Information
3 - Enroll A Family/Child From the Parent Program
5 - Manage Classroom Groups
6 - Record Attendance
7 - Record Classroom/Group Activities
8 - Record A New Referral
9 - View/Edit An Existing Referral
10 - Dismiss Family/Child From Program
1

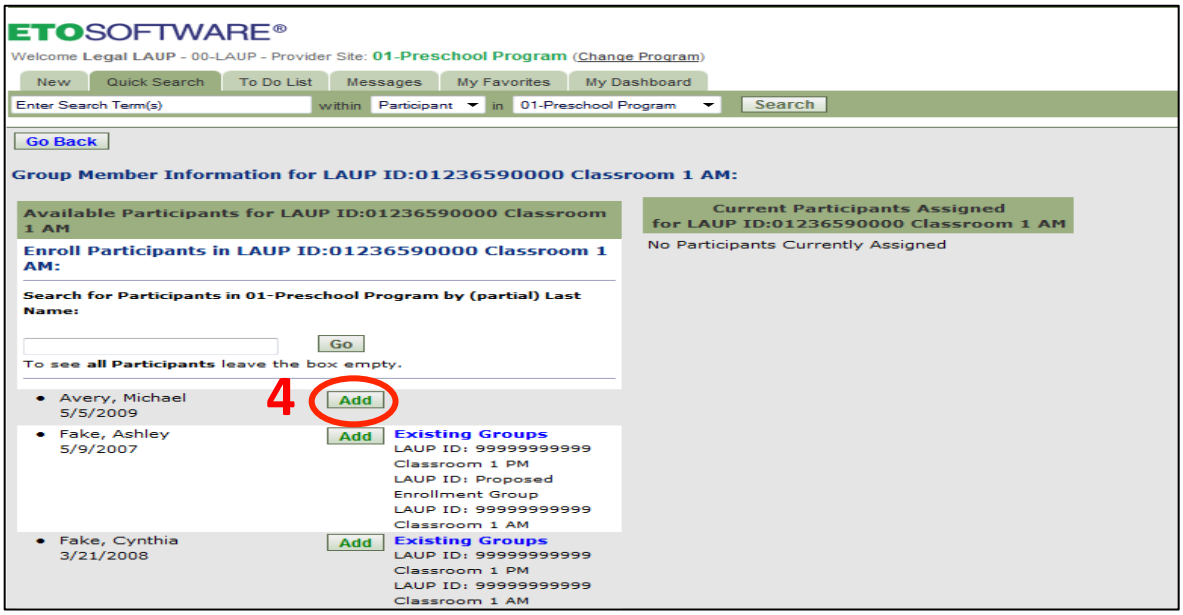
1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**



2. Click **Members** for the appropriate classroom group. Be sure to confirm child(ren)'s eligibility before assigning them to their appropriate group, see *Verifying Children's Eligibility.*

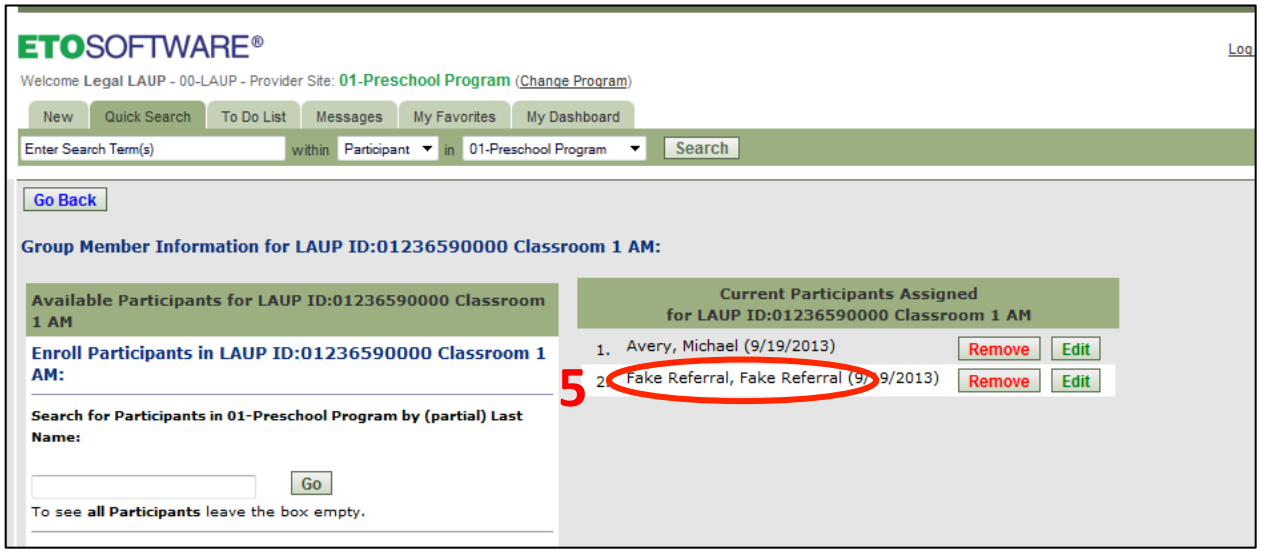


3. To search for children you have enrolled into the ETO system;
    a. Leave the search box empty, click **GO** and all children enrolled in the system will appear.



4. You will need to add each child individually to the classroom group. Click on **ADD** next to the child's name to add them to the classroom group.

    Existing Groups: This indicates that the child has already been assigned to a classroom group and should not be assigned to another classroom group. **Note: if the Existing Group is the Proposed Enrollment Group, you must remove the child from the Proposed Enrollment Group before adding him/her to a classroom group!**



The child added will appear in **Current Participants Assigned for Classroom Group for (name of Classroom Group)** list. Follow step 4 for each child to be added to the classroom group.

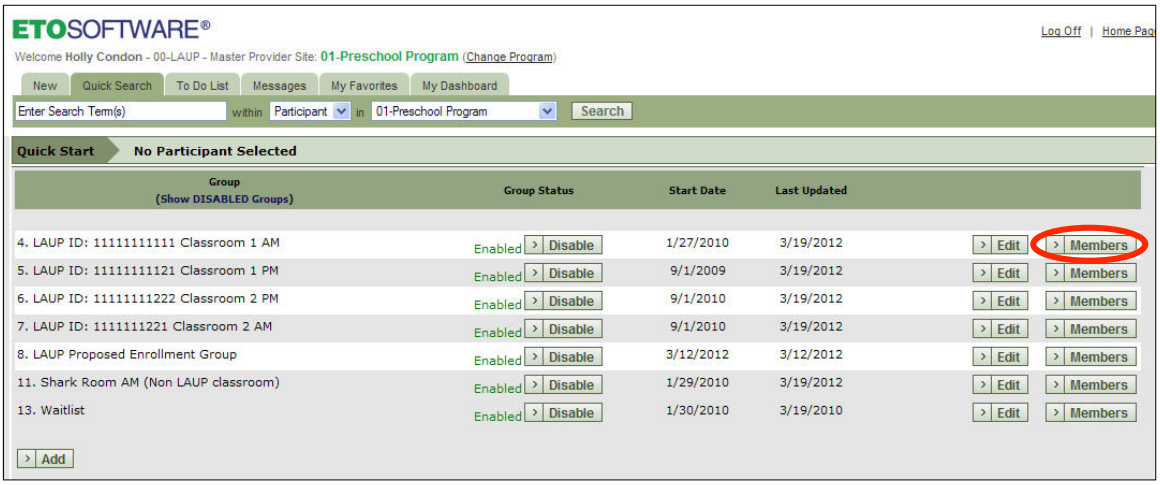
The children listed in the ETO classroom group list MUST match with the children for which you have submitted Parent Consent Forms. If this information does not match, your ETO data will be inaccurate and could possibly affect your payments.

If a child was added to the wrong classroom group, see section "Moving Children from one Classroom Group to another Classroom Group".

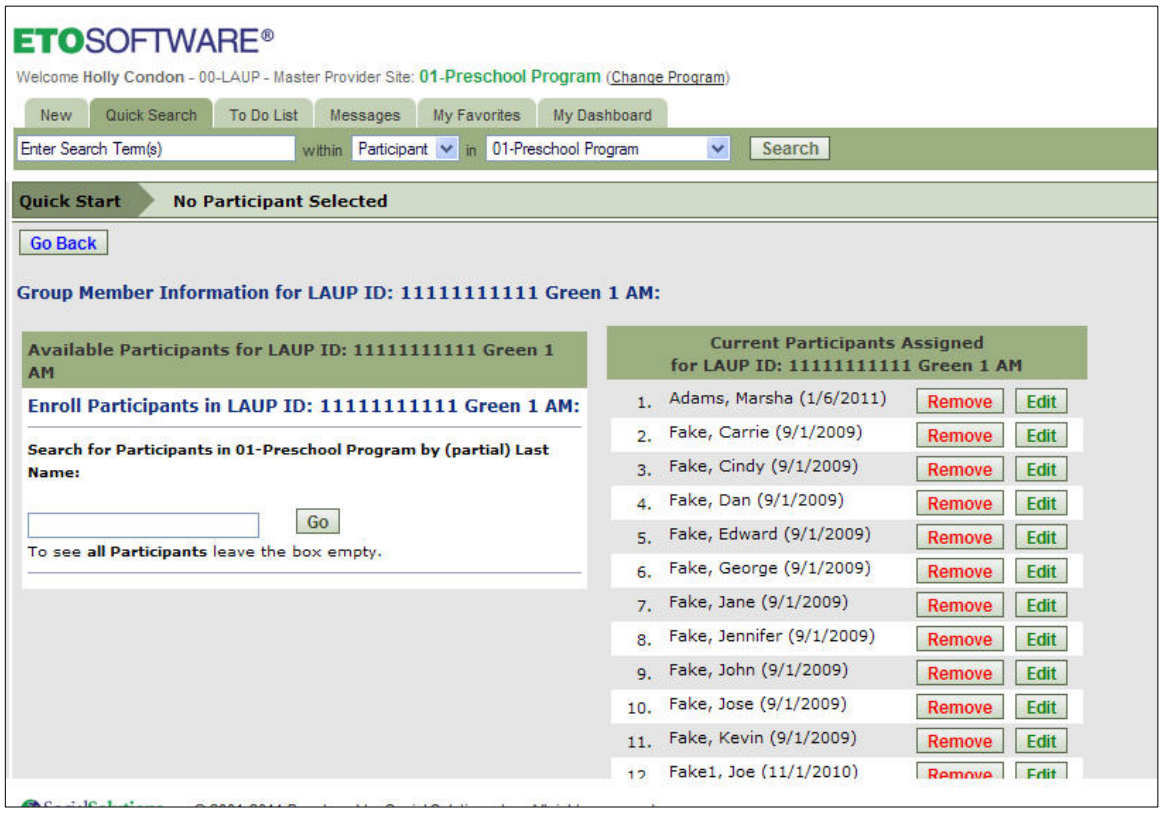
Verifying Children Are Assigned to Correct Group

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
LAUP LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
1

1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**


ETOSOFTWARE®
Log Off | Home Pag
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Group (Show DISABLED Groups) | Group Status | Start Date | Last Updated
4. LAUP ID: 11111111111 Classroom 1 AM | Enabled | Disable | 1/27/2010 | 3/19/2012 | Edit | Members
5. LAUP ID: 11111111121 Classroom 1 PM | Enabled | Disable | 9/1/2009 | 3/19/2012 | Edit | Members
6. LAUP ID: 11111111222 Classroom 2 PM | Enabled | Disable | 9/1/2010 | 3/19/2012 | Edit | Members
7. LAUP ID: 1111111221 Classroom 2 AM | Enabled | Disable | 9/1/2010 | 3/19/2012 | Edit | Members
8. LAUP Proposed Enrollment Group | Enabled | Disable | 3/12/2012 | 3/12/2012 | Edit | Members
11. Shark Room AM (Non LAUP classroom) | Enabled | Disable | 1/29/2010 | 3/19/2012 | Edit | Members
13. Waitlist | Enabled | Disable | 1/30/2010 | 3/19/2010 | Edit | Members
Add
2

2. Each of your LAUP classroom group(s) will be listed. Click the **Members** button to select the appropriate group.


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New
Quick Search
To Do List
Messages
My Favorites
My Dashboard
Enter Search Term(s)
within
Participant
in
01-Preschool Program
Search
Quick Start
No Participant Selected
Go Back
Group Member Information for LAUP ID: 11111111111 Green 1 AM:
Available Participants for LAUP ID: 11111111111 Green 1 AM
Enroll Participants in LAUP ID: 11111111111 Green 1 AM:
Search for Participants in 01-Preschool Program by (partial) Last Name:
Go
To see all Participants leave the box empty.
Current Participants Assigned for LAUP ID: 11111111111 Green 1 AM
1. Adams, Marsha (1/6/2011) Remove Edit
2. Fake, Carrie (9/1/2009) Remove Edit
3. Fake, Cindy (9/1/2009) Remove Edit
4. Fake, Dan (9/1/2009) Remove Edit
5. Fake, Edward (9/1/2009) Remove Edit
6. Fake, George (9/1/2009) Remove Edit
7. Fake, Jane (9/1/2009) Remove Edit
8. Fake, Jennifer (9/1/2009) Remove Edit
9. Fake, John (9/1/2009) Remove Edit
10. Fake, Jose (9/1/2009) Remove Edit
11. Fake, Kevin (9/1/2009) Remove Edit
12. Fake1, Joe (11/1/2010) Remove Edit

3. You will now see the list of children assigned to the selected classroom group. If you need to reassign children to a different classroom group, see the section *Moving Children from one Classroom Group to another Classroom Group.*

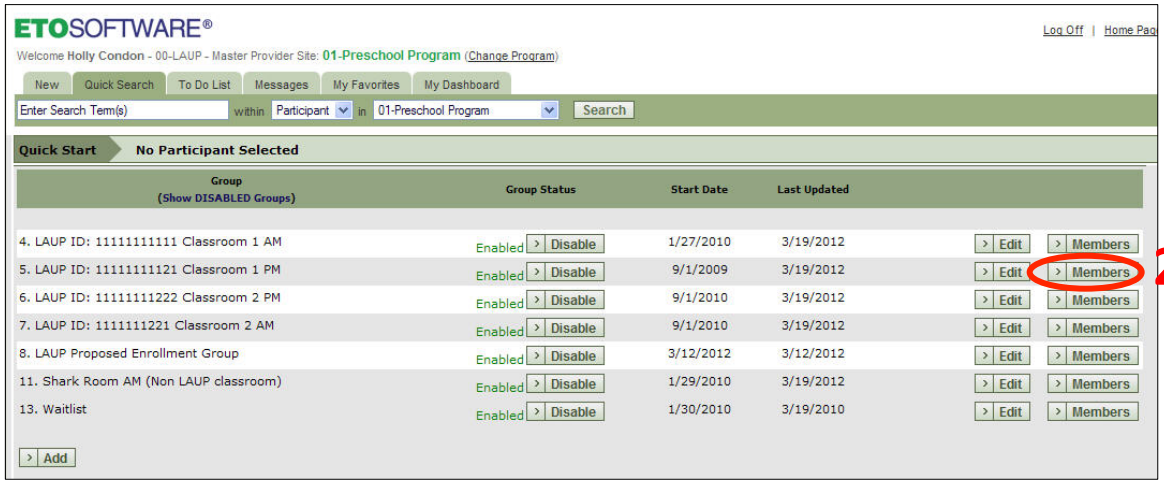
Moving Children from one Classroom Group to another Classroom Group

Use this feature to move a child from the LAUP ID: Proposed Enrollment Group to an AM and/or PM session or to move a child between classroom groups.

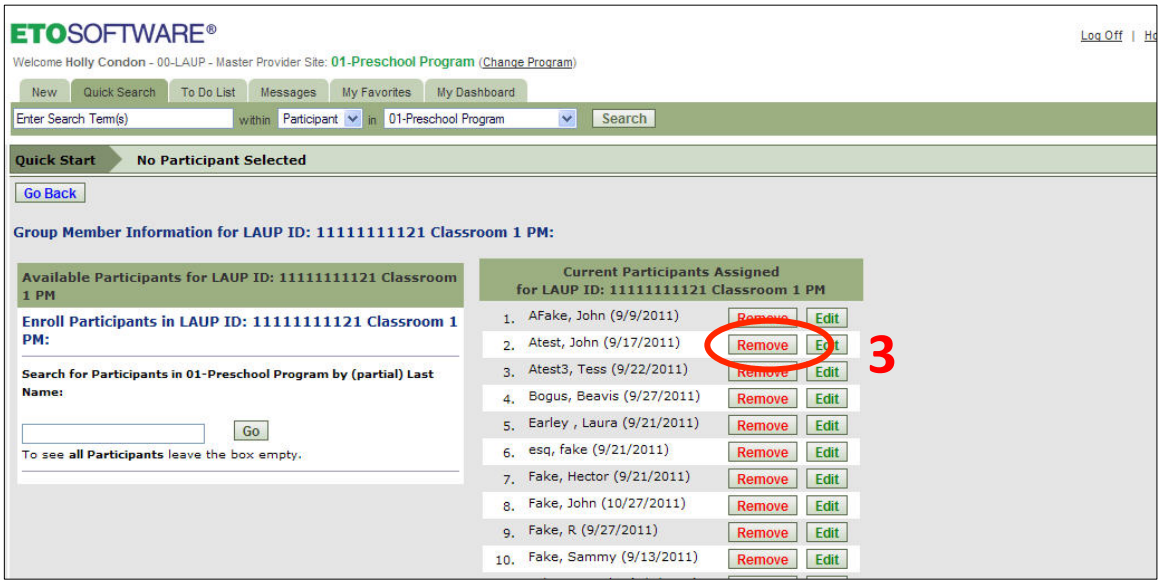
If a child is no longer enrolled in your program DO NOT use this process. See the section "Dismiss Individual Child or Entire Classroom Group."

ETOSOFTWARE®
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page | My Account | Change Site | Help
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home | Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
LAUP LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual
To Do List | Review My Efforts | Edit My Efforts | Review Participant Efforts | Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 4 - Record A Child Assessment
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
GO 8 - Record A New Referral
GO 9 - View/Edit An Existing Referral
GO 10 - Dismiss Family/Child From Program
1

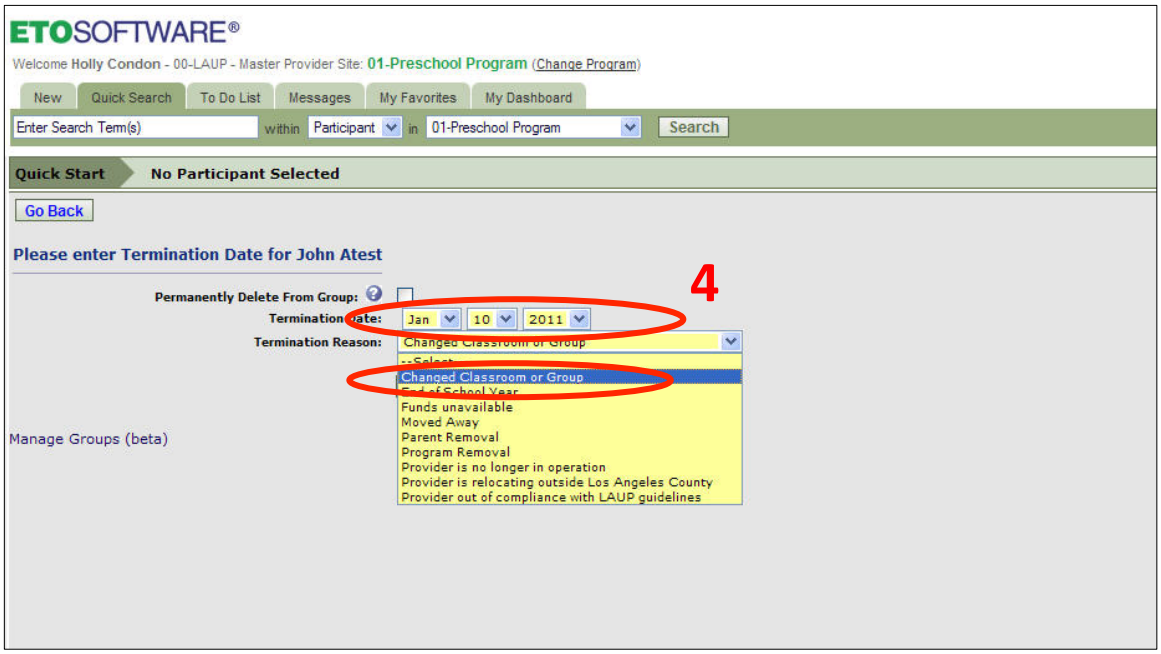
1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Pag
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Group (Show DISABLED Groups) | Group Status | Start Date | Last Updated
4. LAUP ID: 11111111111 Classroom 1 AM | Enabled Disable | 1/27/2010 | 3/19/2012 | Edit Members
5. LAUP ID: 11111111121 Classroom 1 PM | Enabled Disable | 9/1/2009 | 3/19/2012 | Edit Members
6. LAUP ID: 11111111222 Classroom 2 PM | Enabled Disable | 9/1/2010 | 3/19/2012 | Edit Members
7. LAUP ID: 1111111221 Classroom 2 AM | Enabled Disable | 9/1/2010 | 3/19/2012 | Edit Members
8. LAUP Proposed Enrollment Group | Enabled Disable | 3/12/2012 | 3/12/2012 | Edit Members
11. Shark Room AM (Non LAUP classroom) | Enabled Disable | 1/29/2010 | 3/19/2012 | Edit Members
13. Waitlist | Enabled Disable | 1/30/2010 | 3/19/2010 | Edit Members
Add
2

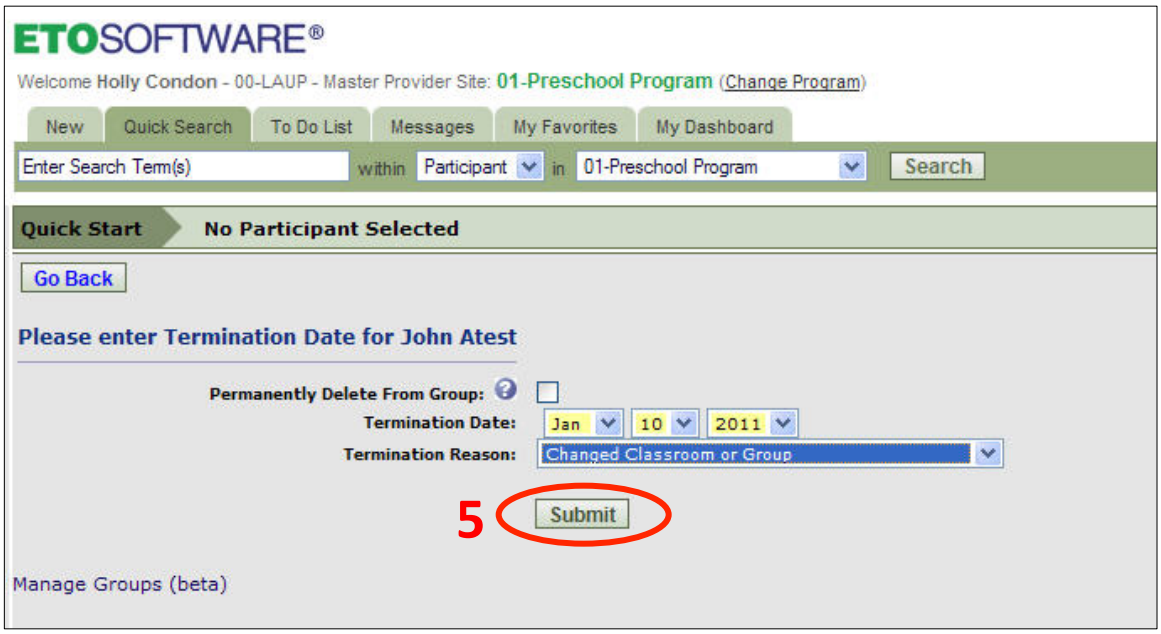
2. Click the **Members** button for classroom group you are moving child(ren) out of.
   Reminder: Please remove eligible children from the LAUP Proposed Enrollment Group.


ETOSOFTWARE®
Log Off
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New
Quick Search
To Do List
Messages
My Favorites
My Dashboard
Enter Search Term(s)
within
Participant
in
01-Preschool Program
Search
Quick Start
No Participant Selected
Go Back
Group Member Information for LAUP ID: 11111111121 Classroom 1 PM:
Available Participants for LAUP ID: 11111111121 Classroom 1 PM
Enroll Participants in LAUP ID: 11111111121 Classroom 1 PM:
Search for Participants in 01-Preschool Program by (partial) Last Name:
Go
To see all Participants leave the box empty.
Current Participants Assigned for LAUP ID: 11111111121 Classroom 1 PM
1. AFake, John (9/9/2011) Remove Edit
2. Atest, John (9/17/2011) Remove Edit
3. Atest3, Tess (9/22/2011) Remove Edit
4. Bogus, Beavis (9/27/2011) Remove Edit
5. Earley , Laura (9/21/2011) Remove Edit
6. esq, fake (9/21/2011) Remove Edit
7. Fake, Hector (9/21/2011) Remove Edit
8. Fake, John (10/27/2011) Remove Edit
9. Fake, R (9/27/2011) Remove Edit
10. Fake, Sammy (9/13/2011) Remove Edit
3

3. Click **Remove** for the child you wish to dismiss from the group.



4. Enter the child's last day in the **Termination Date** boxes and select **Changed Classroom or Group** from the drop down menu.



5. Click **Submit.** The **Group Member Information for (name of Classroom Group)** screen will appear and the child will no longer be listed in the classroom group list.
6. Refer to page 24 and follow the steps under the section "Assigning Children to Classroom Group"

The children listed in the ETO classroom group list MUST match with the children for which you have submitted Parent Consent Forms. If this information does not match, your ETO data will be inaccurate and could possibly affect your payments.

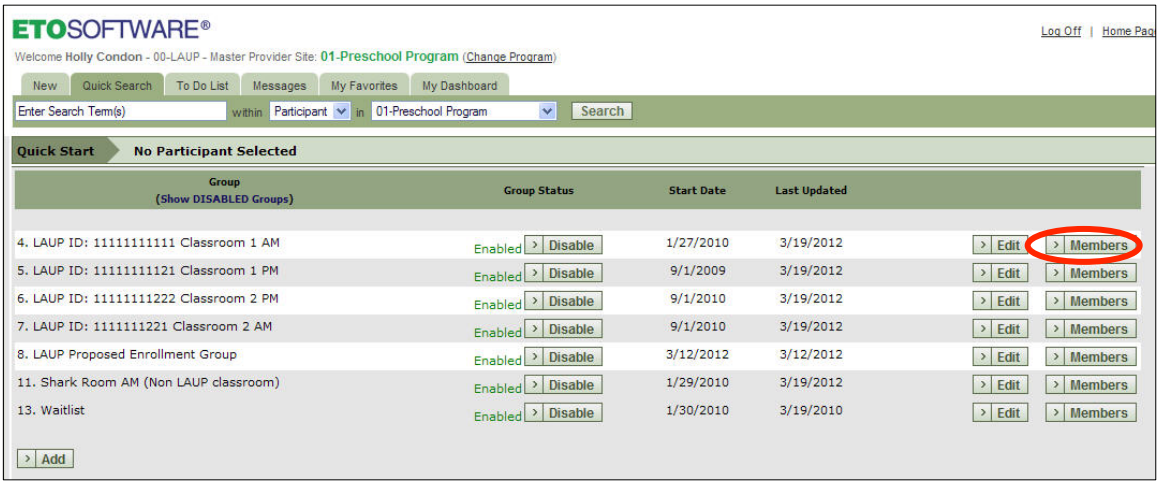
Editing Start Date

To reflect a child's actual start date in a classroom, their start date must be edited in the system.

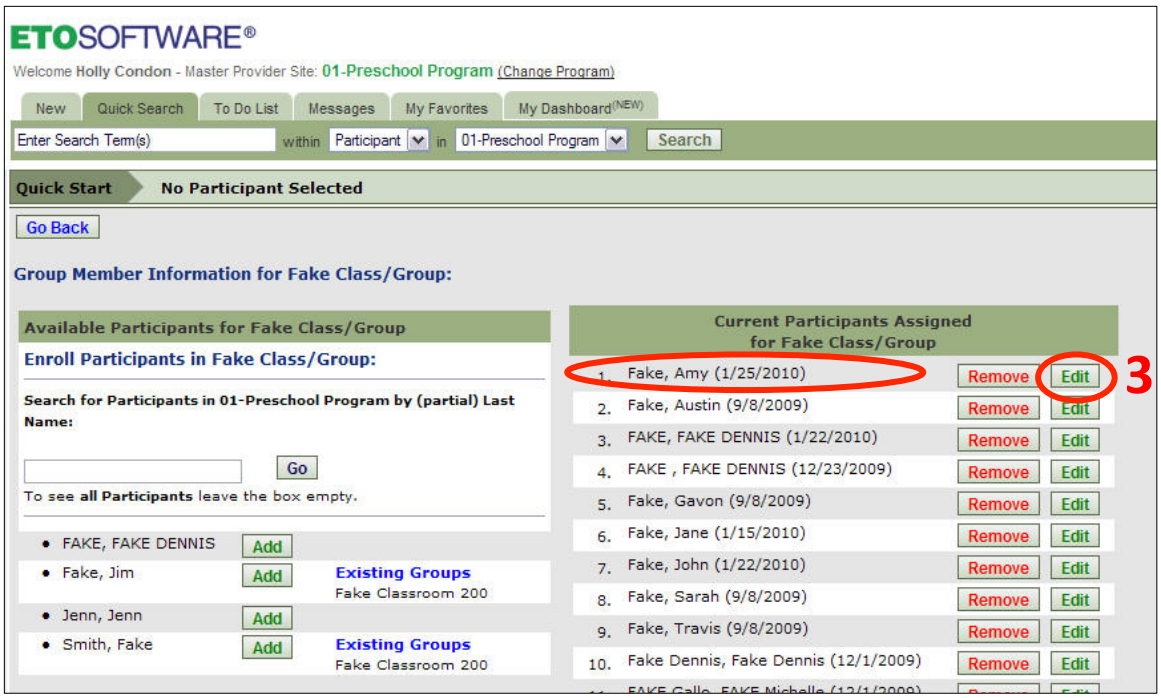
- For September, enter your first operational day of the month. This date may either be before or after you submit your Monthly Enrollment Form. For example, the Monthly Enrollment Report is due Sept. 7th and your program's start date is Sept. 10th. You would enter 09/10/2012 as the start date for all children who start on your first operational day.
- For children starting after your first operational day of the month, enter the date that the child started receiving program services. For example, if a child's first day of school is 1/15/20##, this is the date you would enter.

In order for the attendance data to be accurate the start date must be correct

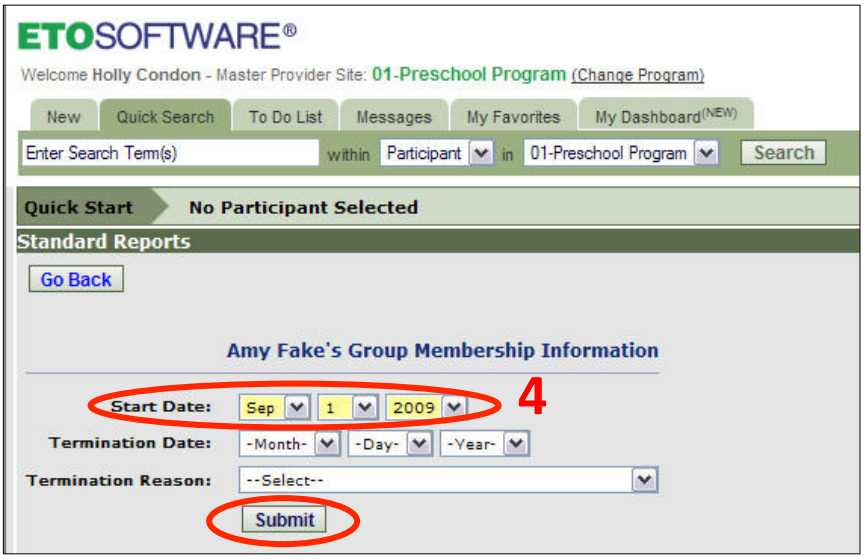
1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**



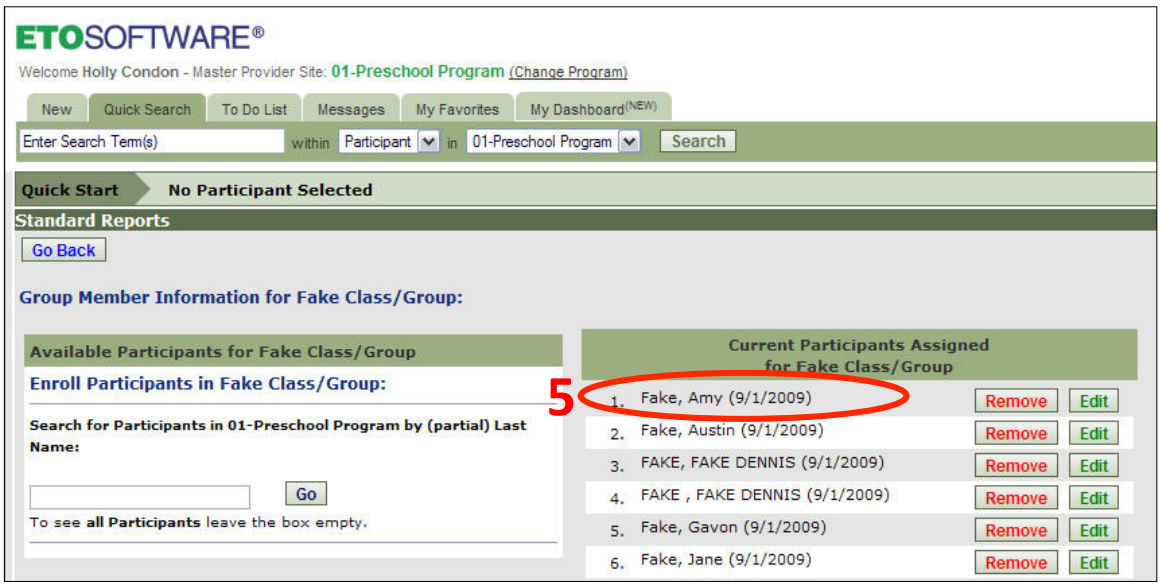
2. Click the **Members** button for classroom group you need to edit.



3. Click **Edit** for the child you are editing.



4. Enter the appropriate **Start Date** using the drop down menus and click **Submit**.
    a. Reminder: See description at the beginning of this section for what date to enter.
    b. It is imperative that all LAUP students have the correct start date.



5. The updated date will now be reflected in the list. Repeat this process for each child.

The children listed in the ETO classroom group list MUST match with the children for which you have submitted Parent Consent Forms. If this information does not match, your ETO data will be inaccurate and could possibly affect your payments.

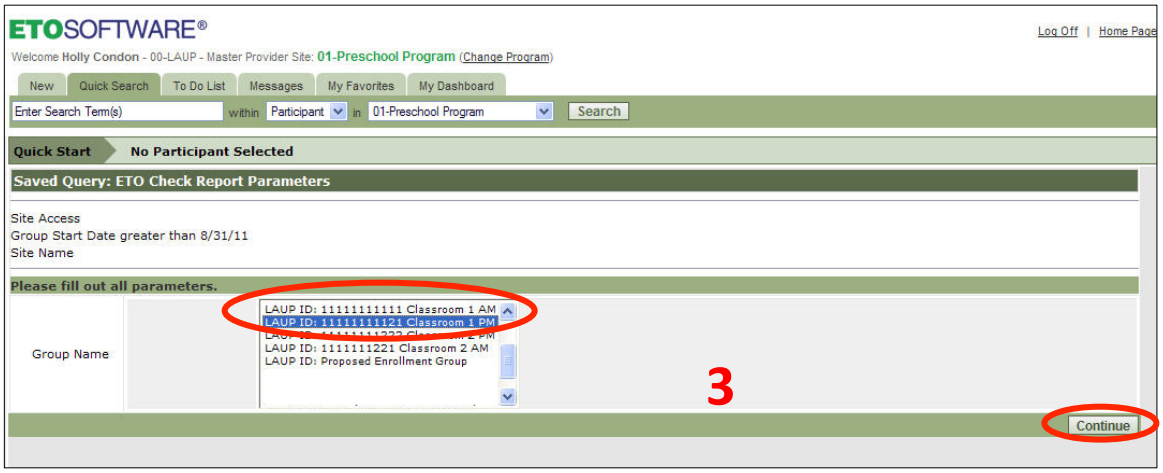
Verifying ETO Data for Classroom Group-ETO Check Report

It is imperative before you begin to record attendance you should check your classrooms group(s) list to ensure that your ETO data is correct and that it matches with your Parent Consent Forms. On the ETO Check Report you will be able to check multiple pieces of ETO data, such as Start Data and Is Child part of LAUP Program? *If your ETO data is inaccurate it could possibly affect your payments.*

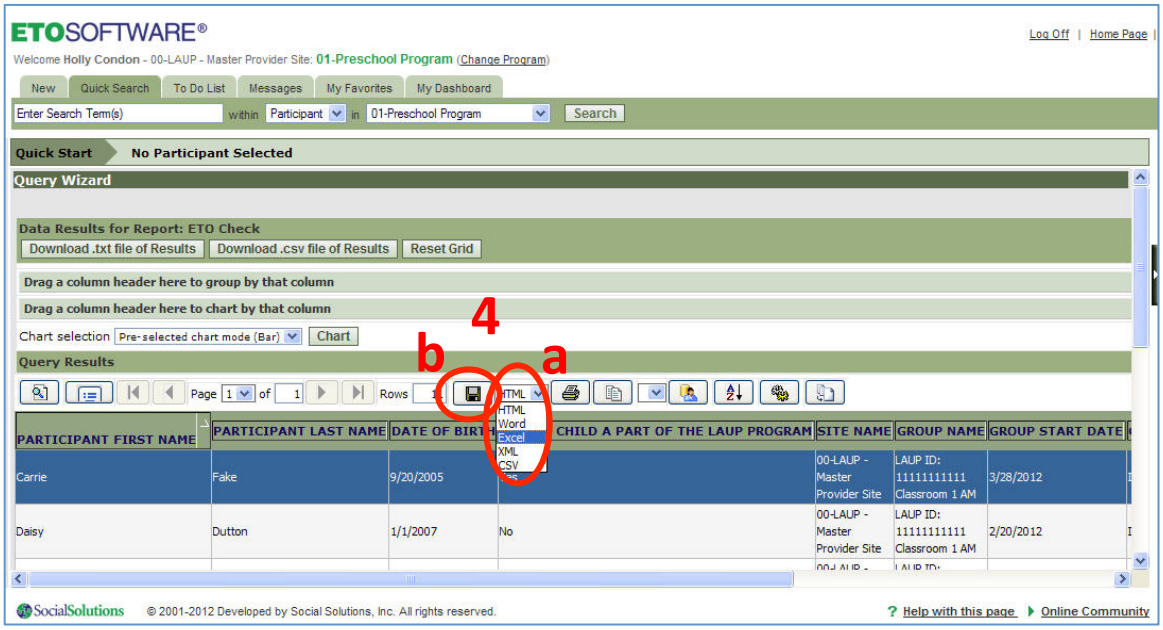
1. From the Right Menu, click **Reports** and then click **Custom Reports**.

ETOSOFTWARE®
Welcome Holly Condon
01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Custom Reports for El Proyecto Child Development Center
There are currently no custom Reports available for
Query Reports
2
ETO Check
LAUP Eligibility Assessment - Assessed Children

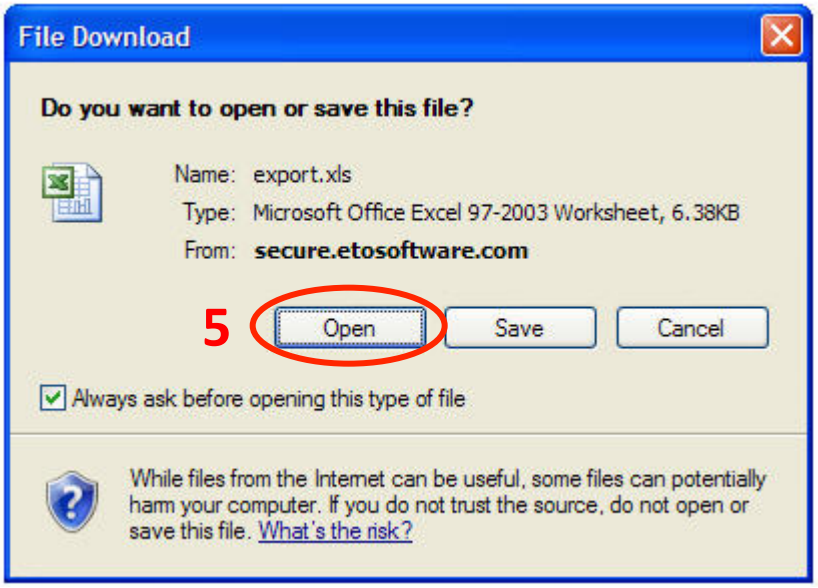
2. Click **ETO Check.**



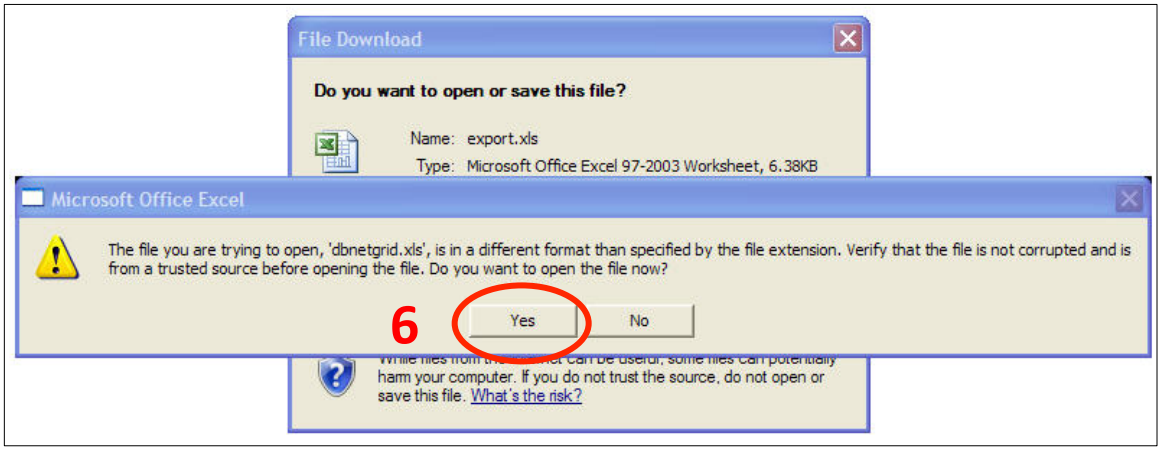
3. Select the appropriate classroom group (i.e. **LAUP ID: 1111111121 Classroom 1 PM)** and click **Continue.**



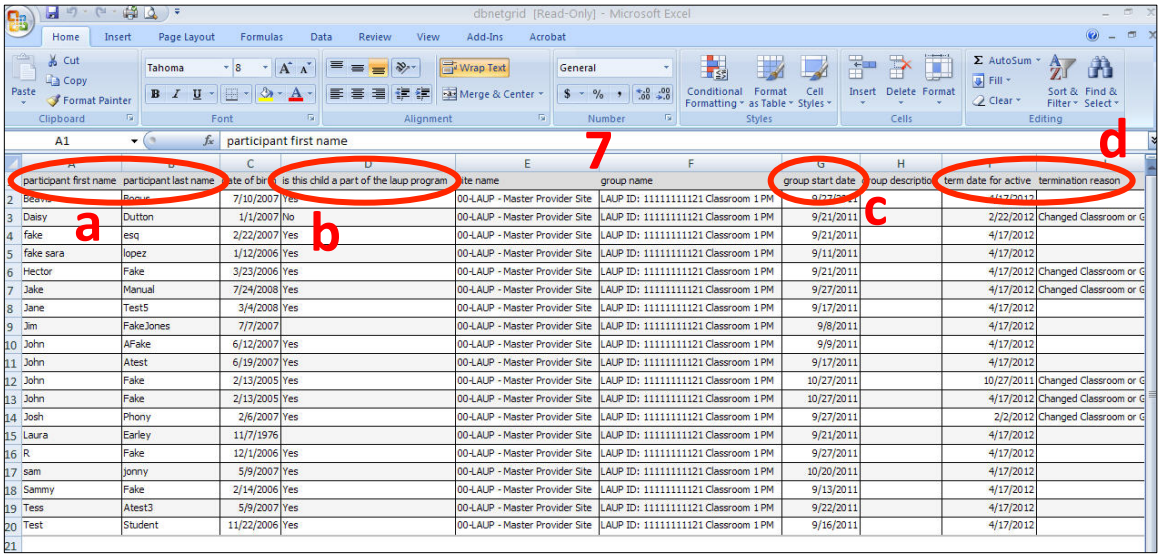
4. To easily view the information, complete the 2 following steps for this screen.
    a. Select **Excel** from the 2nd drop down menu
    b. Click the **Save** button


File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 6.38KB
From: secure.etosoftware.com
5
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

5. Click **Open.**


File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 6.38KB
Microsoft Office Excel
The file you are trying to open, 'dbnetgrid.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
6
Yes
No
harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

6. Click **Yes** and your spreadsheet will open.



participant first name	participant last name	date of birth	is this child a part of the laup program	site name	group name	group start date	group description	term date for active	termination reason
Beavis	Bocus	7/10/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/27/2011		4/17/2012	
Daisy	Dutton	1/1/2007	No	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/21/2011		2/22/2012	Changed Classroom or G
fake	esq	2/22/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/21/2011		4/17/2012	
fake sara	lopez	1/12/2006	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/11/2011		4/17/2012	
Hector	Fake	3/23/2006	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/21/2011		4/17/2012	Changed Classroom or G
Jake	Manual	7/24/2008	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/27/2011		4/17/2012	Changed Classroom or G
Jane	Test5	3/4/2008	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/17/2011		4/17/2012	
Jim	FakeJones	7/7/2007		00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/8/2011		4/17/2012	
John	AFake	6/12/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/9/2011		4/17/2012	
John	Atest	6/19/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/17/2011		4/17/2012	
John	Fake	2/13/2005	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	10/27/2011		10/27/2011	Changed Classroom or G
John	Fake	2/13/2005	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	10/27/2011		4/17/2012	Changed Classroom or G
Josh	Phony	2/6/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/27/2011		2/2/2012	Changed Classroom or G
Laura	Earley	11/7/1976		00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/21/2011		4/17/2012	
R	Fake	12/1/2006	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/27/2011		4/17/2012	
sam	jonny	5/9/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	10/20/2011		4/17/2012	
Sammy	Fake	2/14/2006	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/13/2011		4/17/2012	
Tess	Atest3	5/9/2007	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/22/2011		4/17/2012	
Test	Student	11/22/2006	Yes	00-LAUP - Master Provider Site	LAUP ID: 11111111121 Classroom 1 PM	9/16/2011		4/17/2012	

7. An Excel spreadsheet will open. Check the following items.
    a. **Participant First & Last Names:** Ensure the children listed match your Parent Consent Forms.
    b. "Is this child part of the LAUP program?": Ensure that all children are marked "Yes". See the section *Indicating Child part of LAUP program* if it is blank or children are marked "NO."
    c. Group Start Date: Ensure that children's start date is correct. See the section *Editing Start Date* if the start date is incorrect.
    d. Term Date for Active: Ensure the date of any dismissed children is correct. Active/currently enrolled children will show today's day in this column.

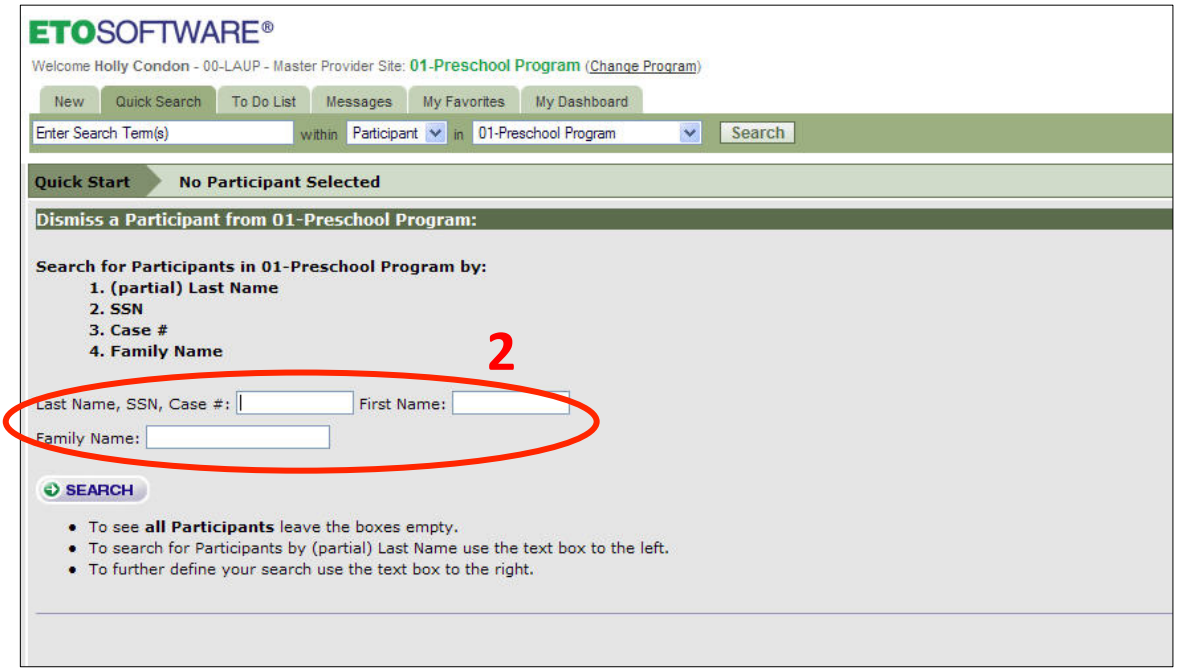
The children listed in the ETO classroom group list MUST match with the children for which you have submitted Parent Consent Forms. If this information does not match, your ETO data will be inaccurate and could possibly affect your payments.

Dismiss Individual Child or Entire Classroom Group

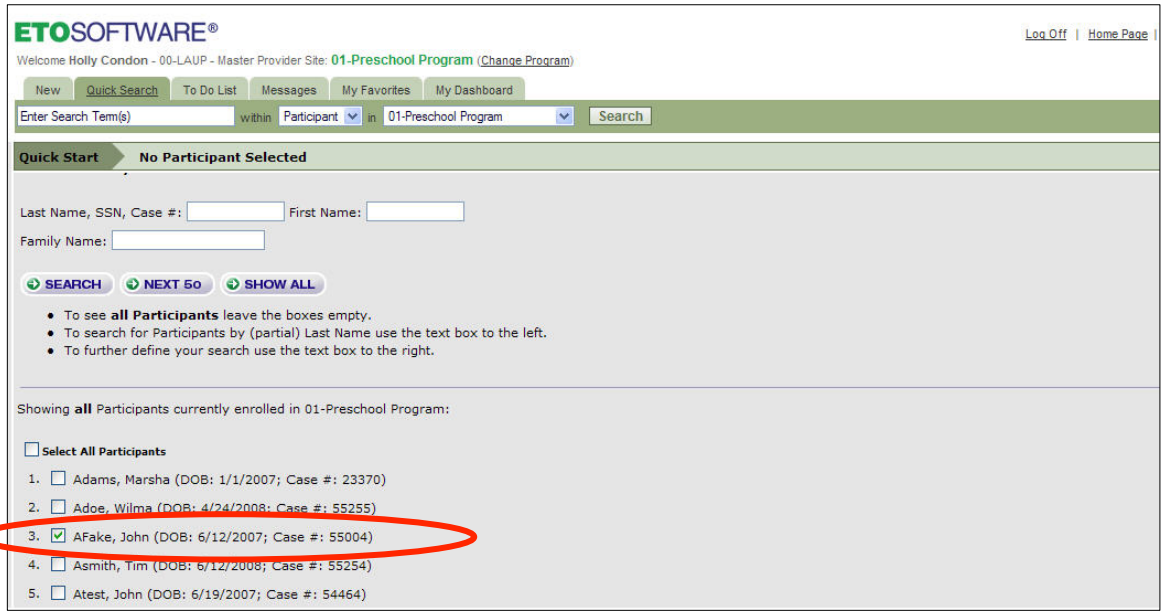
There are 2 ways to dismiss children:

1. Dismissing an individual child who is no longer enrolled in your program. If a child has changed classrooms, see the section *Moving Children from one Classroom Group to another Classroom Group.*
2. Dismissing the entire classroom group at the end of each program year. PLEASE NOTE: You will use the same classroom group(s) each school year. DO NOT CREATE NEW LAUP CLASSROOM GROUPS EACH YEAR. *If you create new LAUP classroom groups, your attendance data will be inaccurate and could possibly affect your payments.*

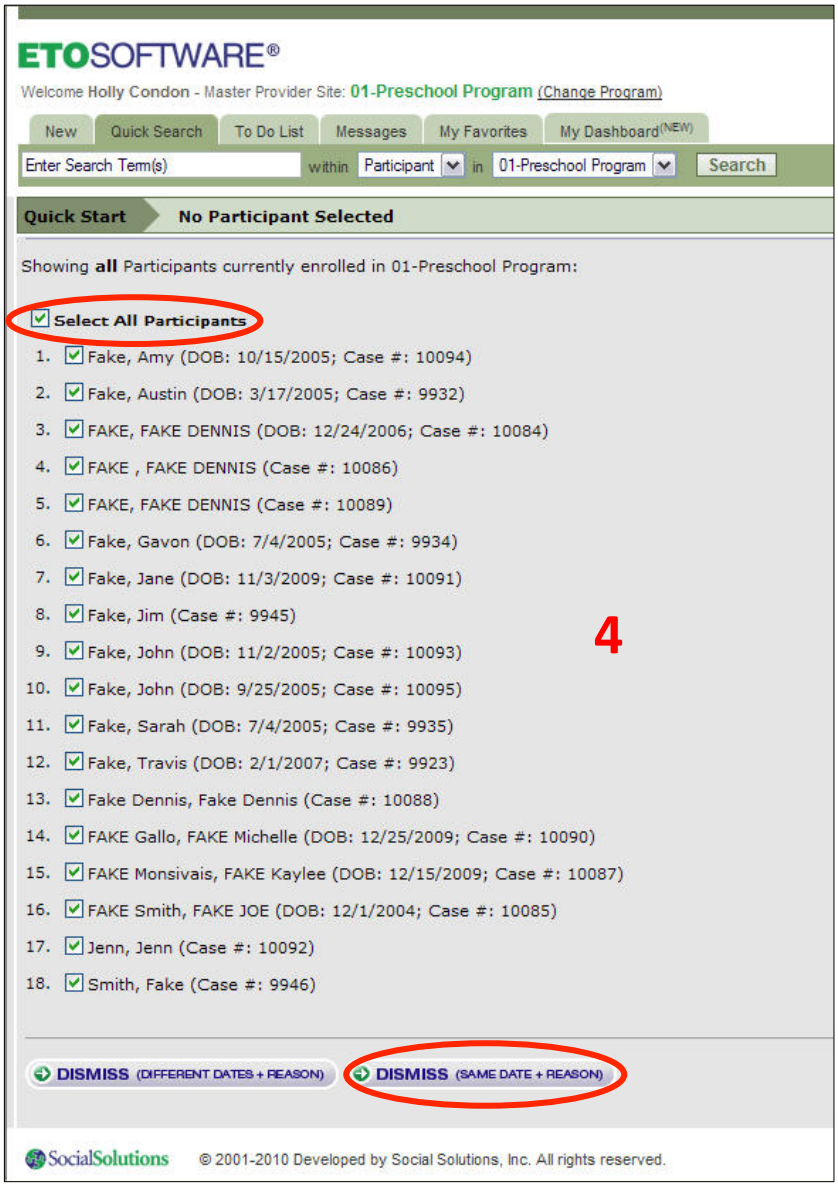
1. Select **#10-Dismss Family/Child from Program** and click **GO.**



2. To search for children you have entered into the ETO system, you can enter the child's name or leave the search box empty and click on **SEARCH**. Leaving the search box empty will bring up the full list of children enrolled at your site.


ETOSOFTWARE®
Log Off | Home Page |
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New
Quick Search
To Do List
Messages
My Favorites
My Dashboard
Enter Search Term(s)
within
Participant
in
01-Preschool Program
Search
Quick Start
No Participant Selected
Last Name, SSN, Case #:
First Name:
Family Name:
SEARCH
NEXT 50
SHOW ALL
To see all Participants leave the boxes empty.
To search for Participants by (partial) Last Name use the text box to the left.
To further define your search use the text box to the right.
Showing all Participants currently enrolled in 01-Preschool Program:
Select All Participants
1. Adams, Marsha (DOB: 1/1/2007; Case #: 23370)
2. Adoe, Wilma (DOB: 4/24/2008; Case #: 55255)
3. AFake, John (DOB: 6/12/2007; Case #: 55004)
4. Asmith, Tim (DOB: 6/12/2008; Case #: 55254)
5. Atest, John (DOB: 6/19/2007; Case #: 54464)
3

3. To dismiss an individual child, **check the box next to the child's name** and click **Dismiss (same date and reason)** at the bottom of the page. Go to step 5.


ETOSOFTWARE®
Welcome Holly Condon - Master Provider Site: 01-Preschool Program (Change Program)
New
Quick Search
To Do List
Messages
My Favorites
My Dashboard(NEW)
Enter Search Term(s)
within
Participant
in
01-Preschool Program
Search
Quick Start
No Participant Selected
Showing all Participants currently enrolled in 01-Preschool Program:
Select All Participants
1. Fake, Amy (DOB: 10/15/2005; Case #: 10094)
2. Fake, Austin (DOB: 3/17/2005; Case #: 9932)
3. FAKE, FAKE DENNIS (DOB: 12/24/2006; Case #: 10084)
4. FAKE , FAKE DENNIS (Case #: 10086)
5. FAKE, FAKE DENNIS (Case #: 10089)
6. Fake, Gavon (DOB: 7/4/2005; Case #: 9934)
7. Fake, Jane (DOB: 11/3/2009; Case #: 10091)
8. Fake, Jim (Case #: 9945)
9. Fake, John (DOB: 11/2/2005; Case #: 10093)
10. Fake, John (DOB: 9/25/2005; Case #: 10095)
11. Fake, Sarah (DOB: 7/4/2005; Case #: 9935)
12. Fake, Travis (DOB: 2/1/2007; Case #: 9923)
13. Fake Dennis, Fake Dennis (Case #: 10088)
14. FAKE Gallo, FAKE Michelle (DOB: 12/25/2009; Case #: 10090)
15. FAKE Monsivais, FAKE Kaylee (DOB: 12/15/2009; Case #: 10087)
16. FAKE Smith, FAKE JOE (DOB: 12/1/2004; Case #: 10085)
17. Jenn, Jenn (Case #: 10092)
18. Smith, Fake (Case #: 9946)
4
DISMISS (DIFFERENT DATES + REASON)
DISMISS (SAME DATE + REASON)
SocialSolutions
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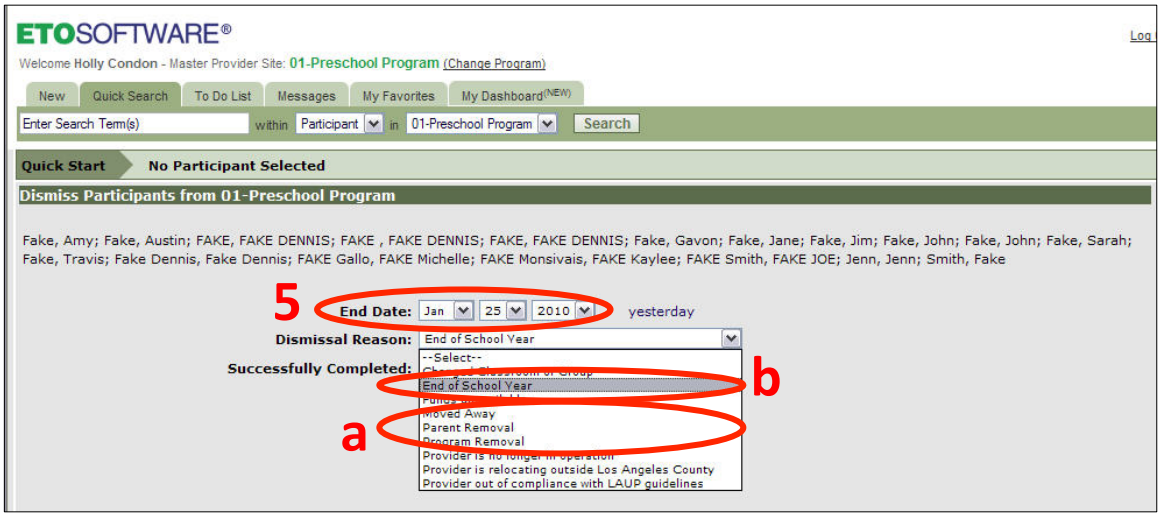
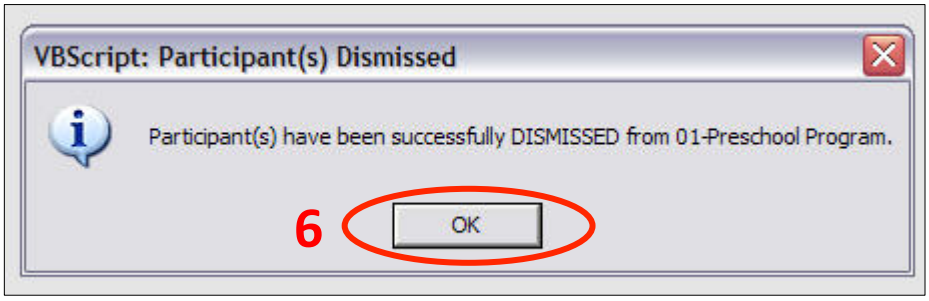
4. To dismiss the entire classroom group, check box **Select All Participants** and click **Dismiss (same date and reason).** All children enrolled in your program will be listed and will not be sorted by classroom group. Be sure to review the list of children to make sure it is accurate.



5. Enter the child's or classroom group's last day from the **End Date** drop down menus.
    a. For an individual child, from the **Dismissal Reason** menu, select the appropriate reason (such as Parent Removal) and click **Submit** (which will appear after you've selected dismissal reason).
    b. For the entire classroom group, from the **Dismissal Reason** menu, select **End of the School Year** and click **Submit** (which will appear after you've selected dismissal reason).

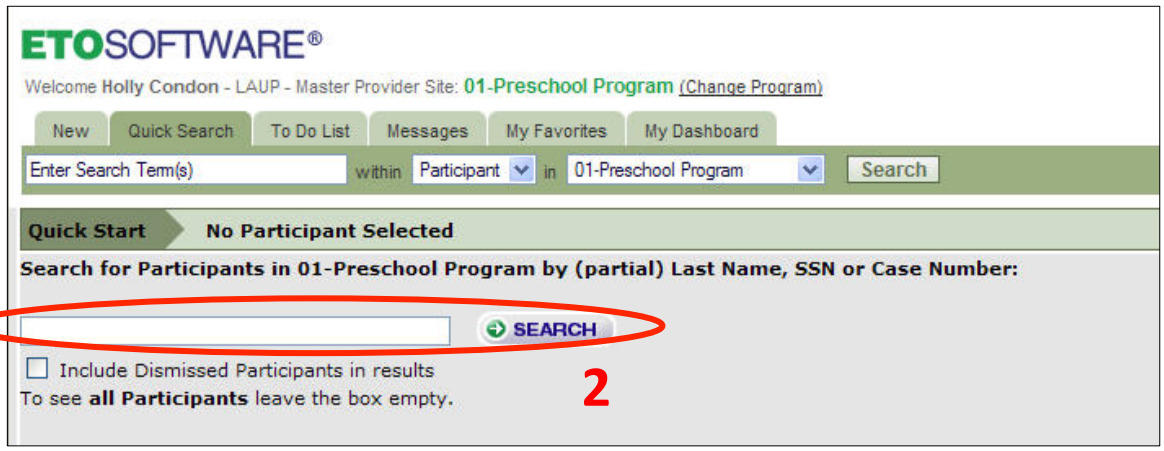


6. Click **OK.** You have successfully dismissed a child or classroom group from your program!

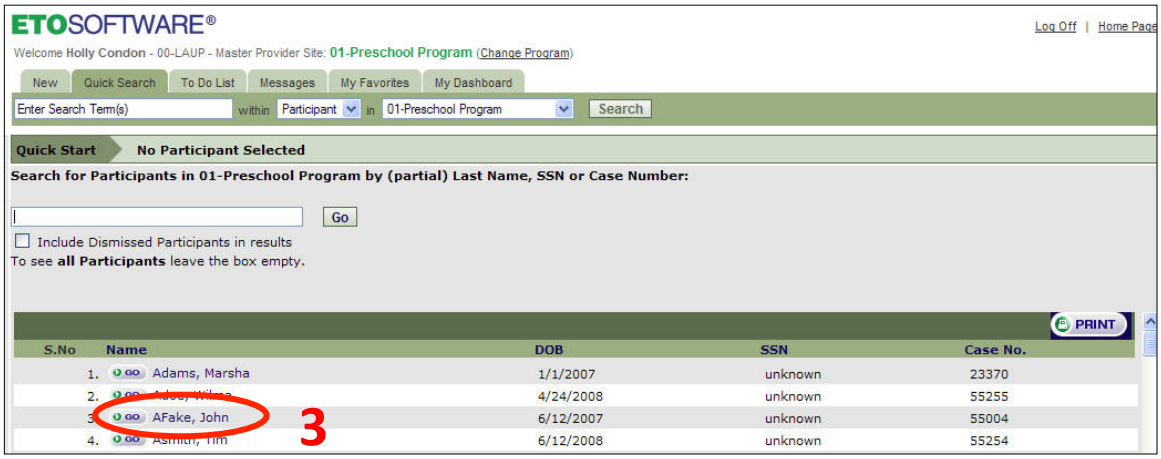
Editing Child/Family Information

You can edit the child/family information at any time after you have entered the information into the ETO system.

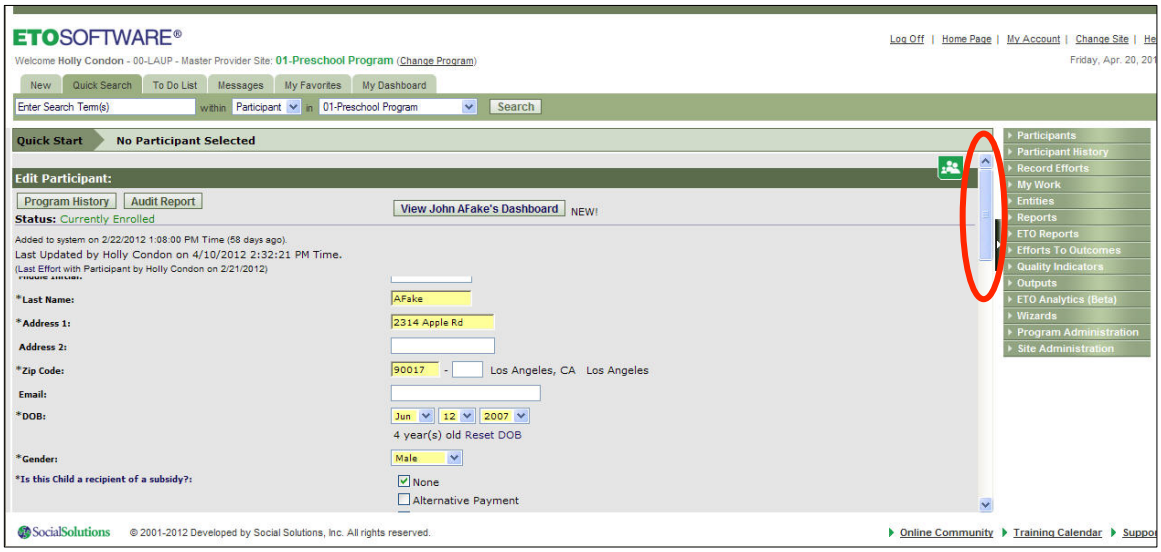
1. From the Home Page, select **#2- View Edit Family/Child Information** by clicking **GO.**



2. To search for children you have entered into the ETO system, you can enter the child's name or leave the search box empty and click on **SEARCH**. Leaving the search box empty will bring up the full list of children enrolled at your site.



3. Click **GO** for the child you would like to edit.



4. This is the page where you can edit the child and family information. **Scroll down** to see the entire page. To edit child's information, make changes in the appropriate field and click on **Submit (located at the bottom of the page).**

Monthly Enrollment Reports

Monthly Enrollment Reports will be completed once a month for each classroom group. The deadline to submit monthly enrollment data is by the 1st Friday or the 3rd business day of the month, whichever is later. *If your monthly data is inaccurate, it could possibly affect your payments.*

Submitting Monthly Enrollment Reports in ETO

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Monday, Mar. 19, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard(NEW)
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start
No Participant Selected
LAUP
LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
1
Participants
Record Efforts
Participant Efforts
Record Attendance
Multiple Participant Efforts
Add Referral
Multiple Participant Referrals
View/Edit Referrals
General Assessments
2
My Work
Entities
Reports
ETO Reports
Efforts To Outcomes
Quality Indicators
Outputs
ETO Analytics (Beta)
Wizards
Program Administration
Site Administration
Enterprise
Add New Entity
View/Edit Entity
Enroll Entity
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 4 - Record A Child Assessment
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
GO 8 - Record A New Referral
GO 9 - View/Edit An Existing Referral
GO 10 - Dismiss Family/Child From Program
GO 11 - Edit Attendance
Los Angeles Universal Preschool
888 S. Figueroa St. Suite 800
Los Angeles, CA 90017
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: attendance@laup.net
LAUP ETO Training Manual
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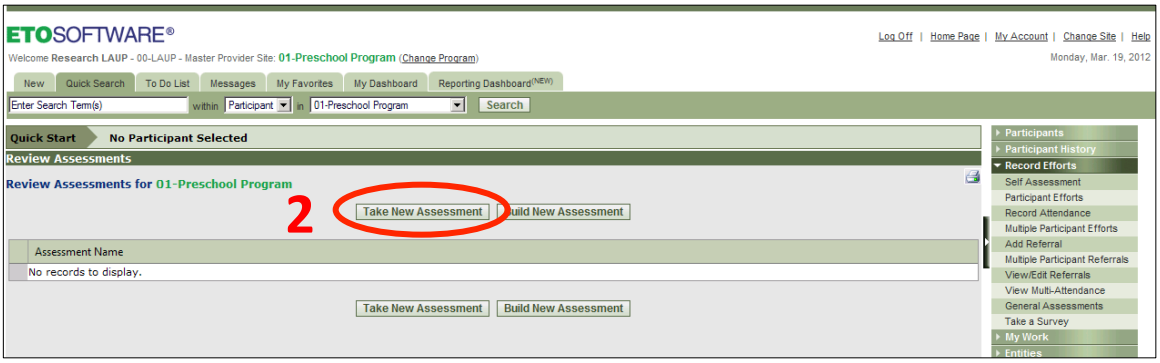
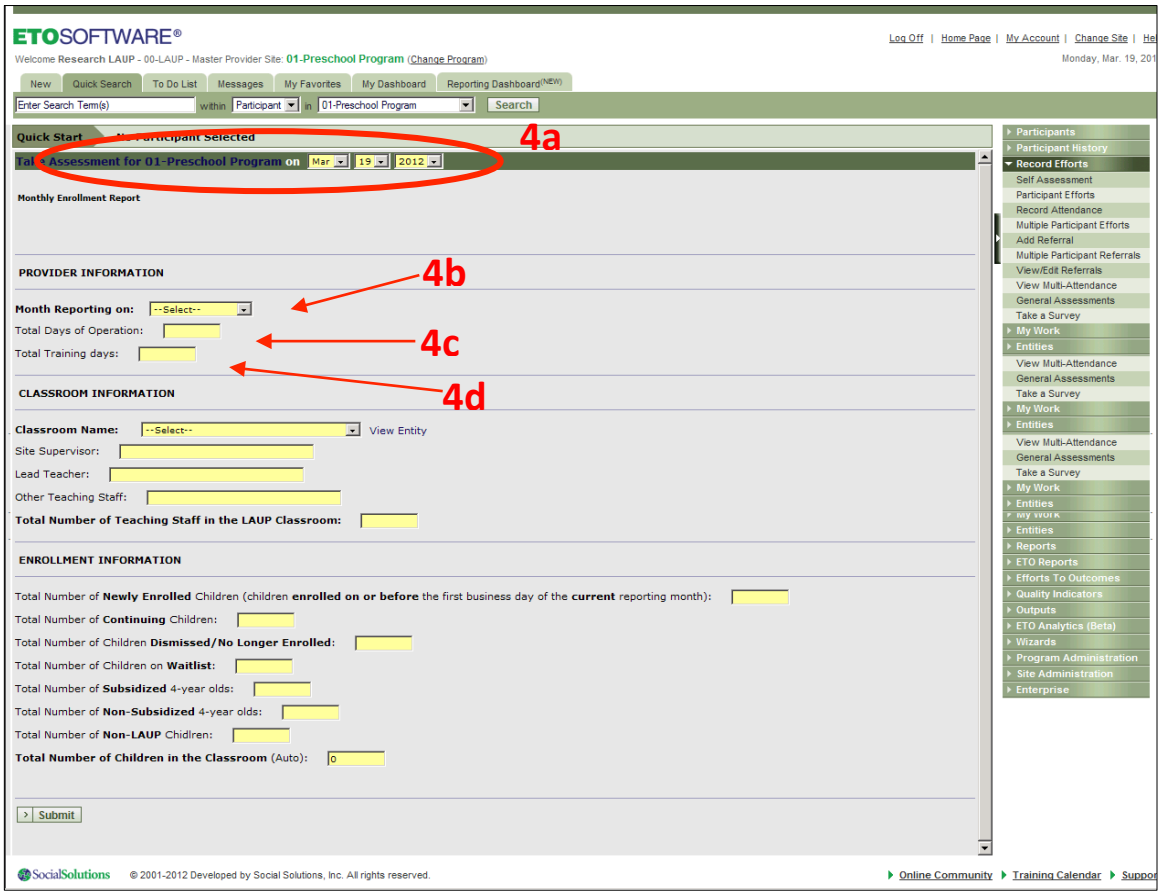
Online Community | Training Calendar | Support

1. To submit a Monthly Enrollment Report, from the Right Menu click **Record Efforts**. A drop down menu should appear, click **General Assessments**.

If the right menu is not appearing on your screen, click on the narrow black bar with an arrow in the middle and the menu should appear.



2. Select **Take New Assessment**.
3. From the drop-down menu select "Monthly Enrollment Report."
4. Wait a few seconds and the Monthly Enrollment Report will appear on the screen automatically.


ETOSOFTWARE
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Quick Start
4a
Assessment for 01-Preschool Program on Mar 19 2012
Monthly Enrollment Report
PROVIDER INFORMATION
4b
Month Reporting on: --Select--
Total Days of Operation:
4c
Total Training days:
4d
CLASSROOM INFORMATION
Classroom Name: --Select-- View Entity
Site Supervisor:
Lead Teacher:
Other Teaching Staff:
Total Number of Teaching Staff in the LAUP Classroom:
ENROLLMENT INFORMATION
Total Number of Newly Enrolled Children (children enrolled on or before the first business day of the current reporting month):
Total Number of Continuing Children:
Total Number of Children Dismissed/No Longer Enrolled:
Total Number of Children on Waitlist:
Total Number of Subsidized 4-year olds:
Total Number of Non-Subsidized 4-year olds:
Total Number of Non-LAUP Chidlren:
Total Number of Children in the Classroom (Auto): 0
Submit
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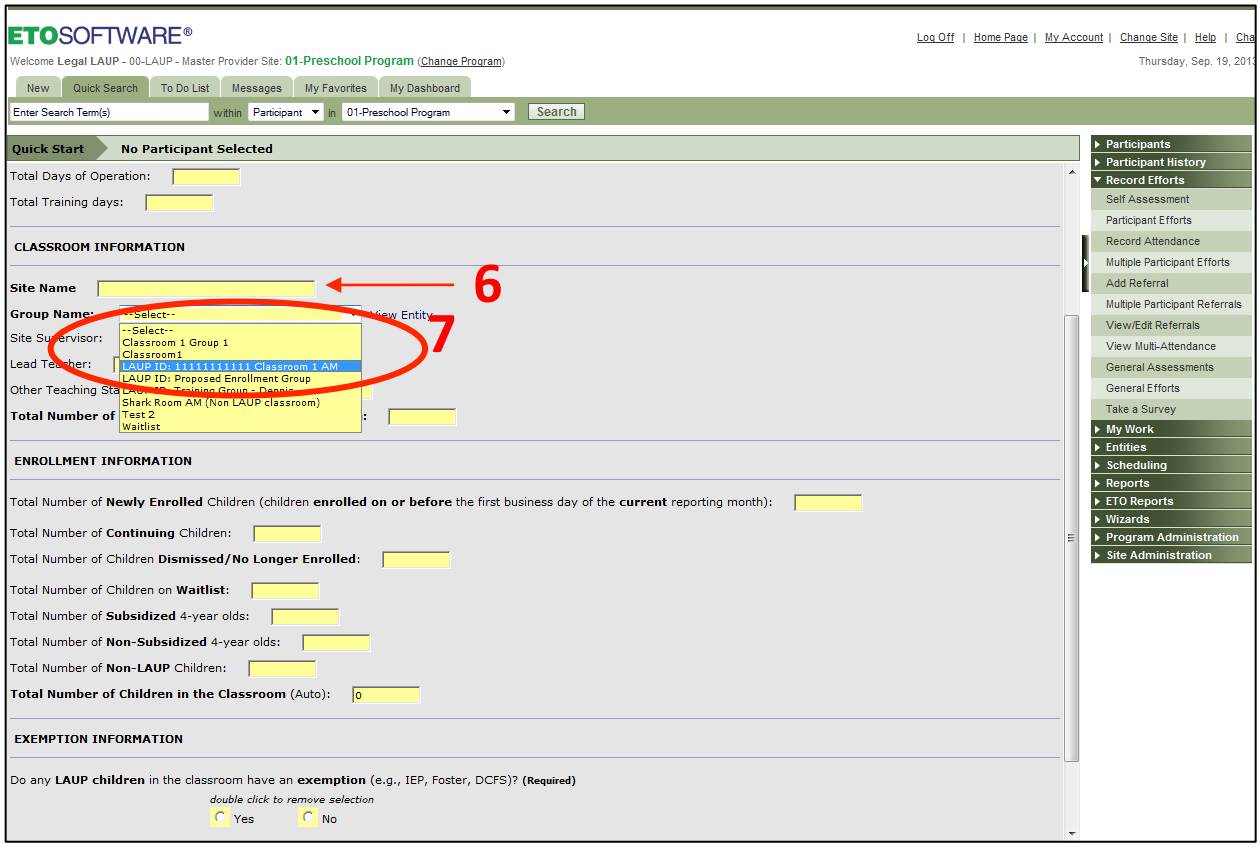
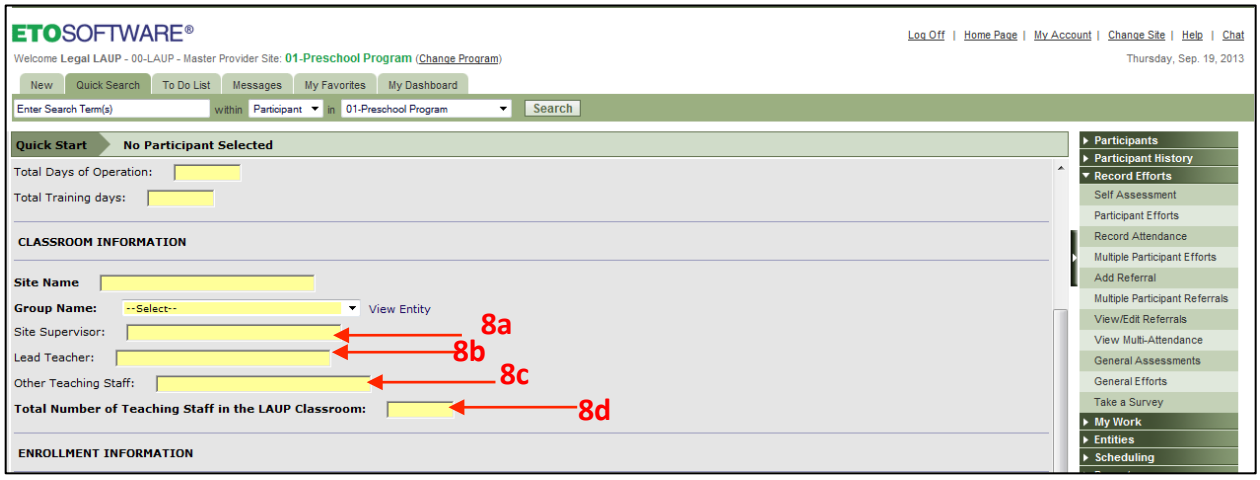
Online Community | Training Calendar

5. Enter the following fields to record monthly enrollment data:
    a. **Take assessment for Program Name on:** The default will be the date you are entering info. Leave the default date as is; do not change.
    b. **Month Reporting on:** Select the month you are reporting on from the drop down menu.
    c. **Total Days of Operation:** Enter the number of days your program operated during the reported month.
    d. **Total Training days:** Enter the number of days your program spent training staff during the reported month.

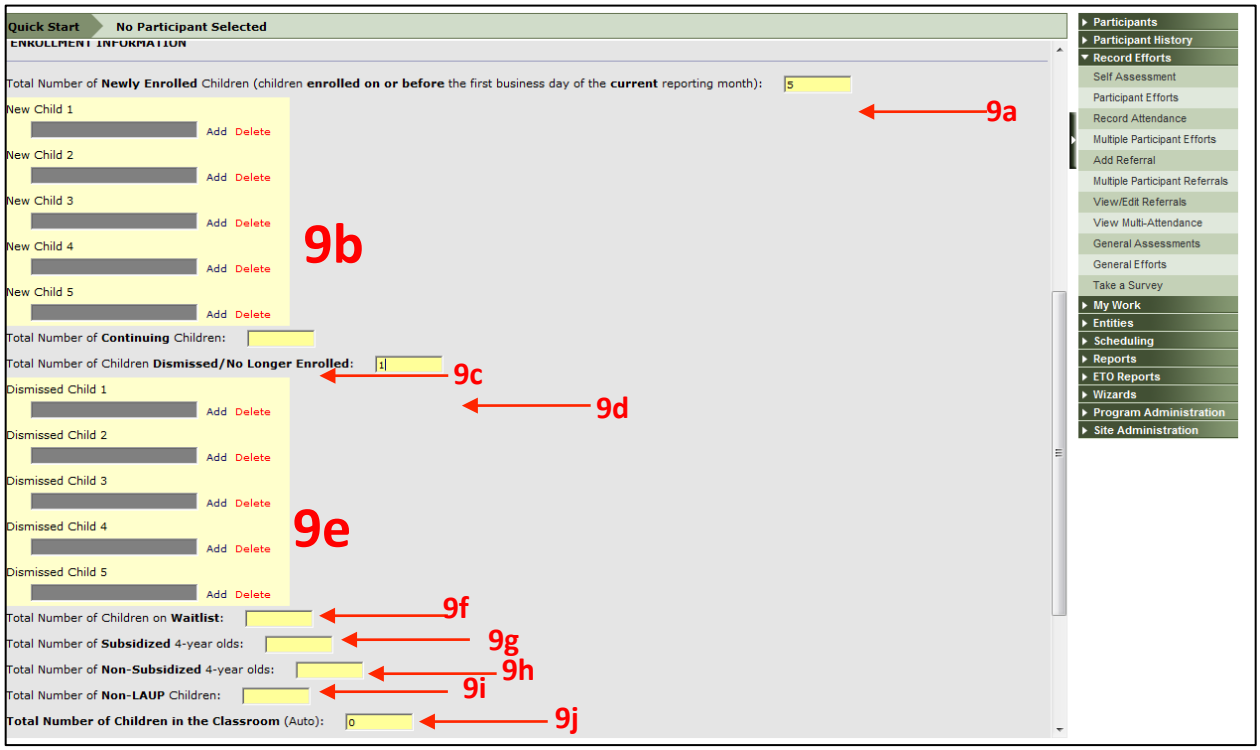

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Legal LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Thursday, Sep. 19, 2013
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Total Days of Operation:
Total Training days:
CLASSROOM INFORMATION
Site Name
6
Group Name: --Select--
7
--Select--
Classroom 1 Group 1
Classroom1
LAUP ID: 11111111111 Classroom 1 AM
LAUP ID: Proposed Enrollment Group
Shark Room AM (Non LAUP classroom)
Test 2
Waitlist
Site Supervisor:
Lead Teacher:
Other Teaching Staff:
Total Number of
ENROLLMENT INFORMATION
Total Number of Newly Enrolled Children (children enrolled on or before the first business day of the current reporting month):
Total Number of Continuing Children:
Total Number of Children Dismissed/No Longer Enrolled:
Total Number of Children on Waitlist:
Total Number of Subsidized 4-year olds:
Total Number of Non-Subsidized 4-year olds:
Total Number of Non-LAUP Children:
Total Number of Children in the Classroom (Auto): 0
EXEMPTION INFORMATION
Do any LAUP children in the classroom have an exemption (e.g., IEP, Foster, DCFS)? (Required)
double click to remove selection
Yes No
Participants
Participant History
Record Efforts
Self Assessment
Participant Efforts
Record Attendance
Multiple Participant Efforts
Add Referral
Multiple Participant Referrals
View/Edit Referrals
View Multi-Attendance
General Assessments
General Efforts
Take a Survey
My Work
Entities
Scheduling
Reports
ETO Reports
Wizards
Program Administration
Site Administration

6. Write the name of your site/preschool in the section **Site Name**
7. Select the **Classroom Name** you will be reporting. Each of your LAUP classroom group(s) will be listed. For example, if you have 2 LAUP classrooms each with AM and PM sessions, you should see:
   1. LAUP ID: 11111111111 Classroom 1 AM
   2. LAUP ID: 11111111121 Classroom 1 PM
   3. LAUP ID: 11111111221 Classroom 2 AM
   4. LAUP ID: 11111111222 Classroom 2 PM

The data you enter for the Monthly Enrollment Report MUST match with the information from the Parent Consent Forms you have submitted. If this information does not match, your ETO data will be inaccurate and could possibly affect your payments.



8. Enter the following fields:
    a. **Site Supervisor:** Enter the name of your program's site supervisor.
    b. **Lead Teacher:** Enter the name of your classroom's lead teacher.
    c. **Other Teaching Staff**: Enter the names of all other teaching staff in the classroom.
    d. **Total number of Teaching Staff in the LAUP Classroom:** Enter total number of teaching staff in the LAUP Classroom (numerical text only). *This number is used to determine adult/child ratio*.



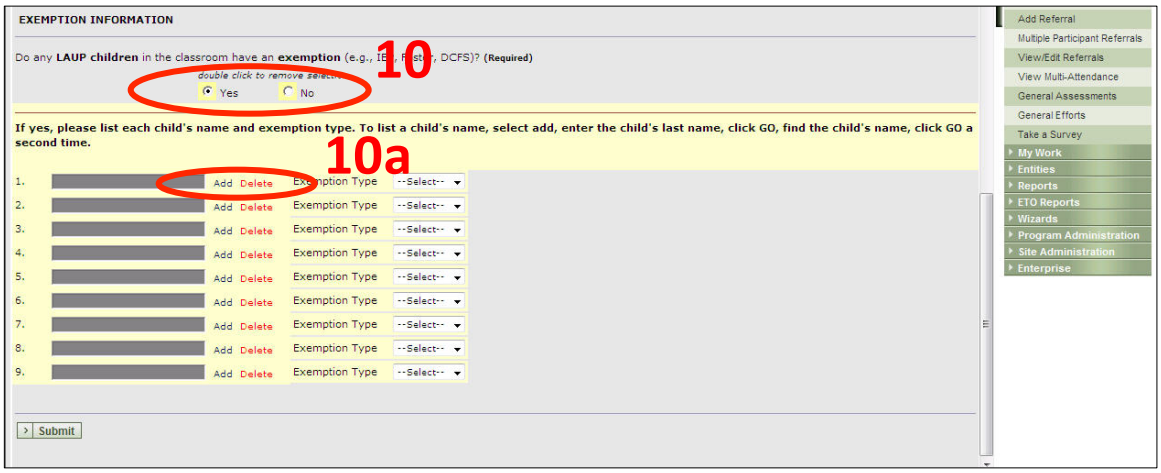
9. Enter the following fields:
    a. **Total Number of Newly Enrolled Children:** Enter the number of children enrolled on or before the first business day of the *current* reporting month.

If you indicate one or more new children you will be prompted to enter their names.

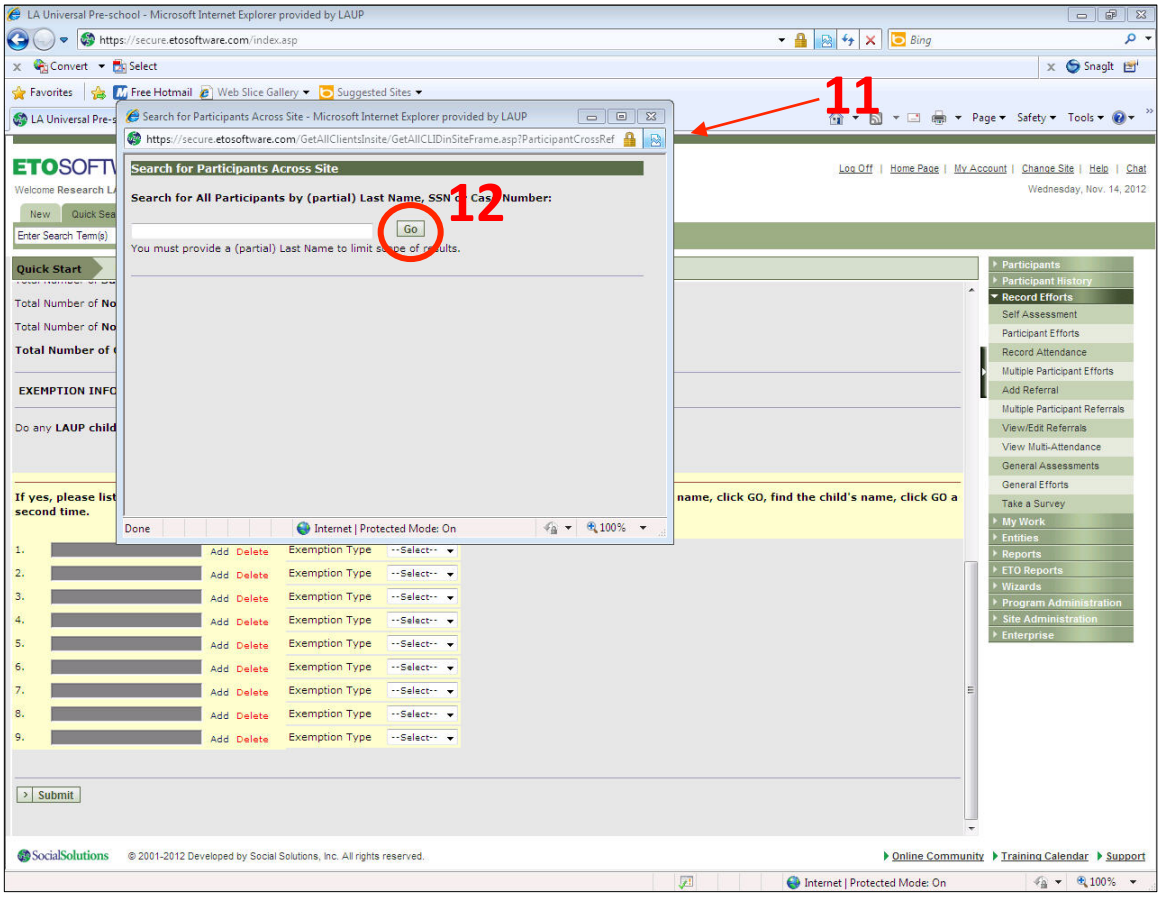
b. Select **Add** and a new window will appear where you can search for the new child(ren) by last name. Once you have found the name of the new child(ren), click on the name and it will appear in the box. Repeat for all new children.
c. **Total Number of Continuing Children:** Enter the number of children continuing from prior month's report. These children are no longer considered *newly enrolled*.
d. **Total Number of Children Dismissed/No Longer Enrolled:** Enter the number of children dismissed or no longer enrolled from prior month's report. If you indicate one or more dismissed children you will be prompted to enter their names.
e. Select **Add** and a new window will appear where you can search for the dismissed child(ren) by last name. Once you have found the name of the dismissed child(ren), click on the name and it will appear in the box. Repeat for all dismissed children.

Please Note: DO NOT REMOVE DISMISSED CHILD FROM THE SYSTEM, ONLY REMOVE CHILDREN FROM THE CLASSROOM GROUP! You *will be unable to find the dismissed child if the child has been completely removed from the system!*

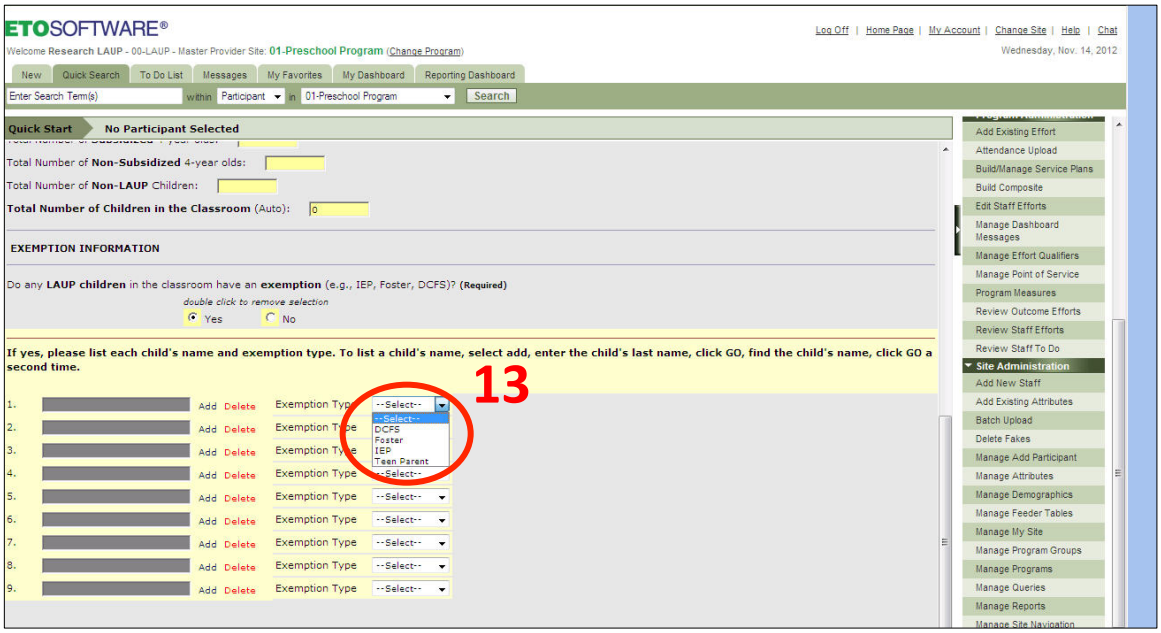
f. **Total Number of Children on Waitlist:** Enter the number of children on your waitlist. (Not in the LAUP Proposed Enrollment Group)
g. **Total Number of Subsidized 4-year olds:** Enter the number of subsidized 4-year olds enrolled.
h. **Total Number of Non-Subsidized 4-year olds:** Enter the number of non-subsidized 4-year olds enrolled.
i. **Total Number of Non-LAUP Children:** Enter the number of non-LAUP children enrolled.
j. **Total Number of Children in the Classroom** (Auto): This field *automatically* adds the number of children currently in this session as entered by you. *Total Number of Subsidized 4-year olds*, *Total Number of Non-Subsidized 4-year olds*, and *Total Number of Non-LAUP Children*.



10. Indicate whether any LAUP Children in the classroom have an exemption by selecting **Yes** or **No**.
    a. If you select yes, list the child's name and exemption type by selecting **Add**.

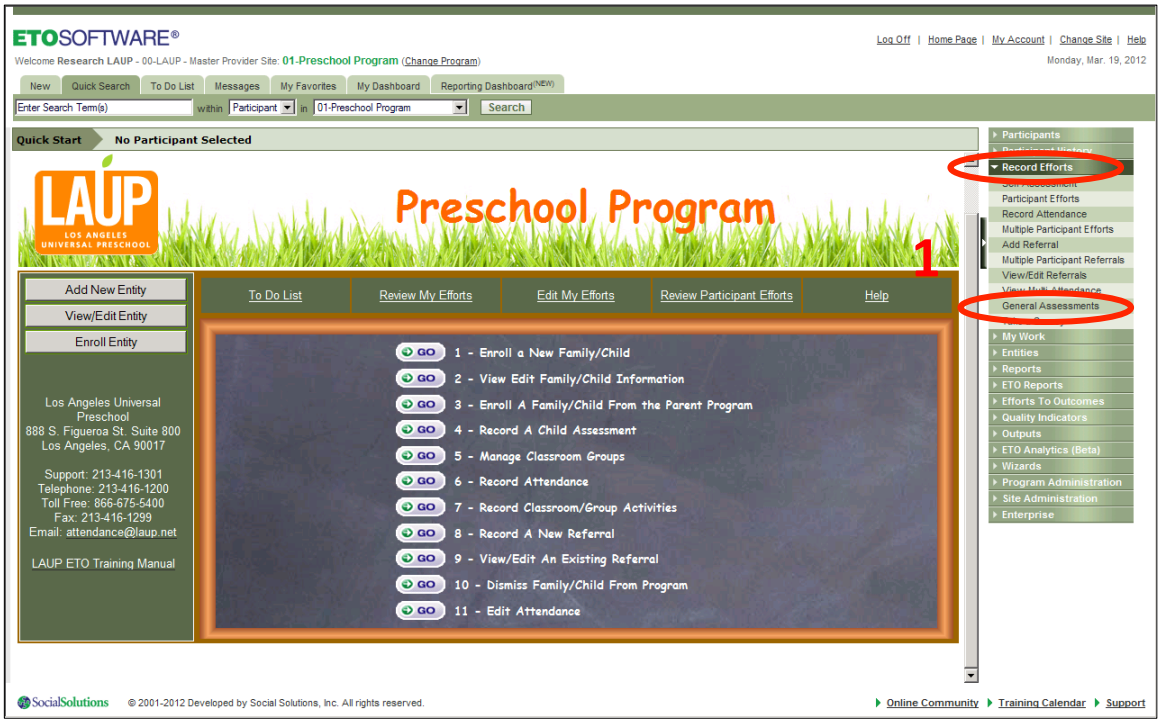


11. A window prompting you to enter the child's last name will automatically populate.
12. Enter the child's last name and click **Go**.

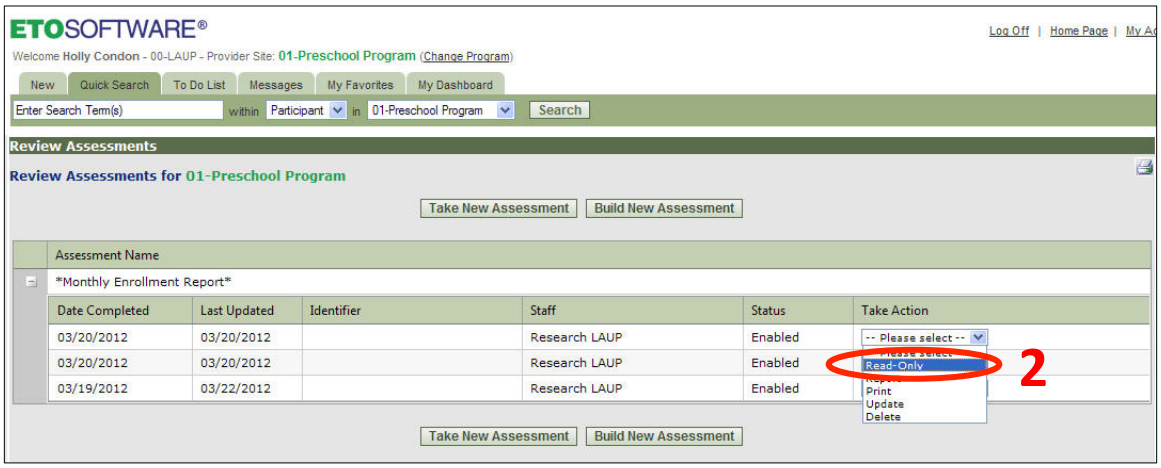

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help | Chat
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Nov. 14, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Total Number of Non-Subsidized 4-year olds:
Total Number of Non-LAUP Children:
Total Number of Children in the Classroom (Auto): 0
EXEMPTION INFORMATION
Do any LAUP children in the classroom have an exemption (e.g., IEP, Foster, DCFS)? (Required)
double click to remove selection
Yes No
If yes, please list each child's name and exemption type. To list a child's name, select add, enter the child's last name, click GO, find the child's name, click GO a second time.
13
Add Delete Exemption Type --Select--
--Select--
DCFS
Foster
IEP
Teen Parent
Add Existing Effort
Attendance Upload
Build/Manage Service Plans
Build Composite
Edit Staff Efforts
Manage Dashboard Messages
Manage Effort Qualifiers
Manage Point of Service
Program Measures
Review Outcome Efforts
Review Staff Efforts
Review Staff To Do
Site Administration
Add New Staff
Add Existing Attributes
Batch Upload
Delete Fakes
Manage Add Participant
Manage Attributes
Manage Demographics
Manage Feeder Tables
Manage My Site
Manage Program Groups
Manage Programs
Manage Queries
Manage Reports

13. Select the child's exemption type from the drop-box menu.
14. Repeat steps 9-12 to list additional children.

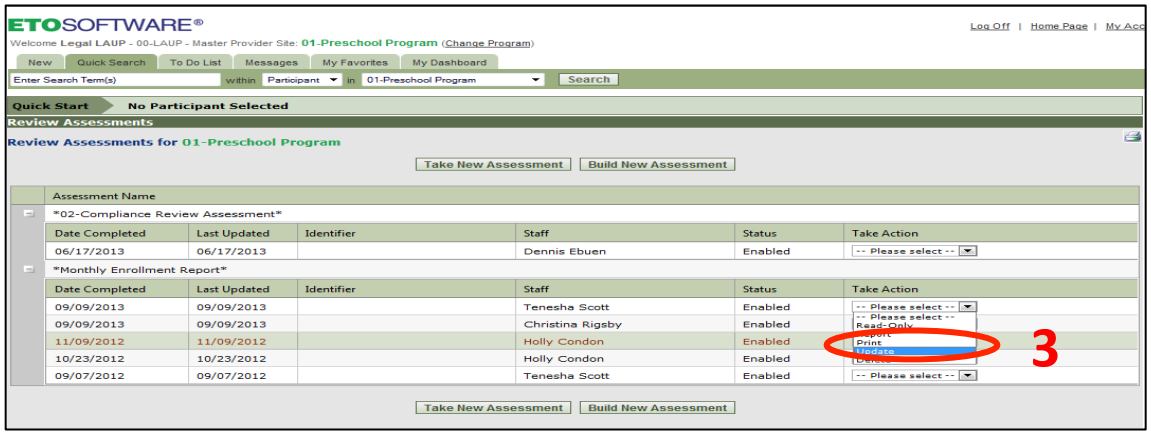
Viewing, Editing, and Printing Monthly Enrollment Reports


ETOSOFTWARE
Log Off | Home Page | My Account | Change Site | Help
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Monday, Mar. 19, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard(NEW)
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start
No Participant Selected
Preschool Program
1
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
888 S. Figueroa St. Suite 800
Los Angeles, CA 90017
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: attendance@laup.net
LAUP ETO Training Manual
To Do List | Review My Efforts | Edit My Efforts | Review Participant Efforts | Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 4 - Record A Child Assessment
GO 5 - Manage Classroom Groups
GO 6 - Record Attendance
GO 7 - Record Classroom/Group Activities
GO 8 - Record A New Referral
GO 9 - View/Edit An Existing Referral
GO 10 - Dismiss Family/Child From Program
GO 11 - Edit Attendance
Participants
Record Efforts
Participant Efforts
Record Attendance
Multiple Participant Efforts
Add Referral
Multiple Participant Referrals
View/Edit Referrals
General Assessments
My Work
Entities
Reports
ETO Reports
Efforts To Outcomes
Quality Indicators
Outputs
ETO Analytics (Beta)
Wizards
Program Administration
Site Administration
Enterprise
SocialSolutions © 2001-2012 Developed by Social Solutions, Inc. All rights reserved.
Online Community | Training Calendar | Support

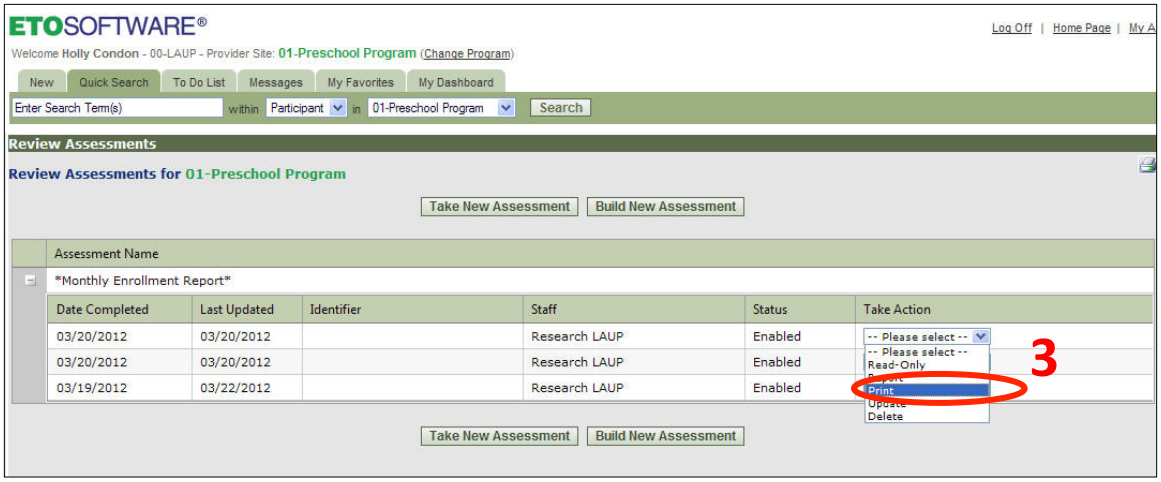
1. To view a Monthly Enrollment Report, from the Right Menu click **Record Efforts**. A drop down menu should appear, **click General Assessments**.


ETOSOFTWARE
Log Off | Home Page
Welcome Holly Condon - 00-LAUP - Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Review Assessments
Review Assessments for 01-Preschool Program
Take New Assessment | Build New Assessment
Assessment Name
Monthly Enrollment Report
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
03/20/2012 | 03/20/2012 | | Research LAUP | Enabled | -- Please select --
03/20/2012 | 03/20/2012 | | Research LAUP | Enabled | Read-Only
03/19/2012 | 03/22/2012 | | Research LAUP | Enabled | Print
Update
Delete
2
Take New Assessment | Build New Assessment

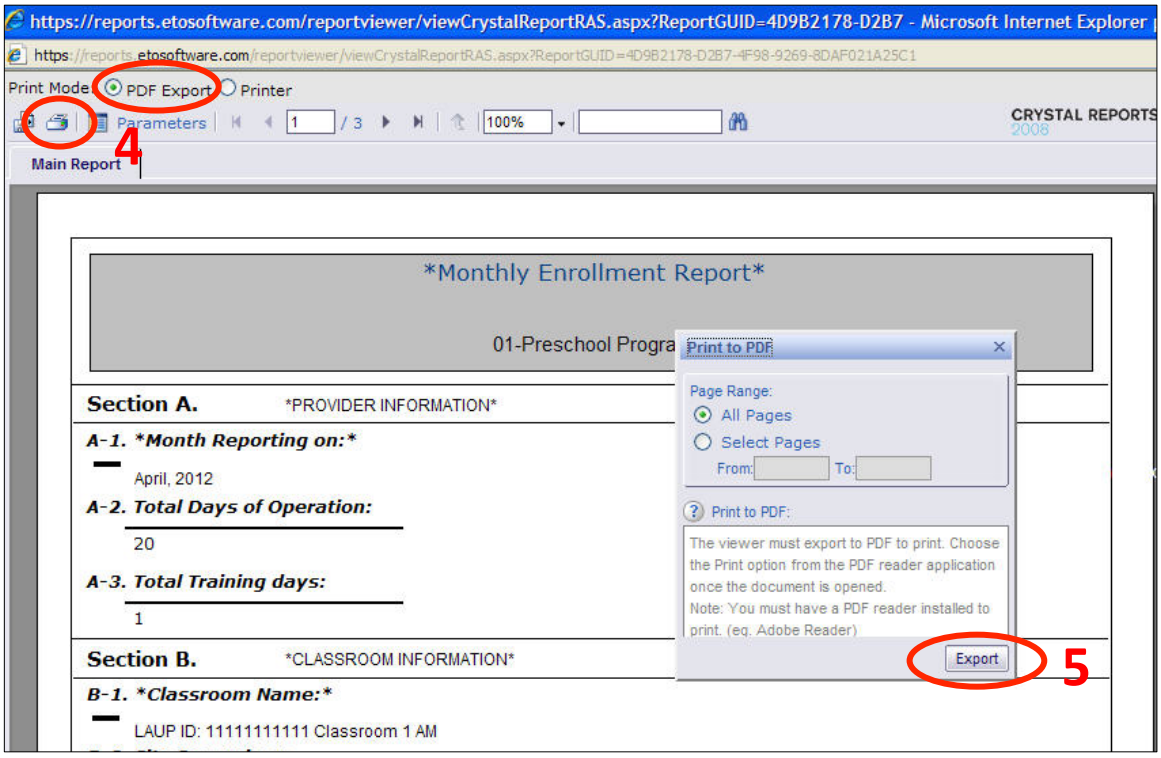
2. To **view** a Monthly Enrollment Report, select **Read-Only** from the **Take Action** drop down menu and the report will appear on the screen.


ETOSOFTWARE®
Log Off | Home Page | My Acc
Welcome Legal LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Review Assessments
Review Assessments for 01-Preschool Program
Take New Assessment | Build New Assessment
Assessment Name
02-Compliance Review Assessment
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
06/17/2013 | 06/17/2013 | | Dennis Ebuen | Enabled | -- Please select --
Monthly Enrollment Report
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
09/09/2013 | 09/09/2013 | | Tenesha Scott | Enabled | -- Please select --
09/09/2013 | 09/09/2013 | | Christina Rigsby | Enabled | -- Please select --
11/09/2012 | 11/09/2012 | | Holly Condon | Enabled | -- Please select --
10/23/2012 | 10/23/2012 | | Holly Condon | Enabled | -- Please select --
09/07/2012 | 09/07/2012 | | Tenesha Scott | Enabled | -- Please select --
Read-Only
Print
Update
3
Take New Assessment | Build New Assessment

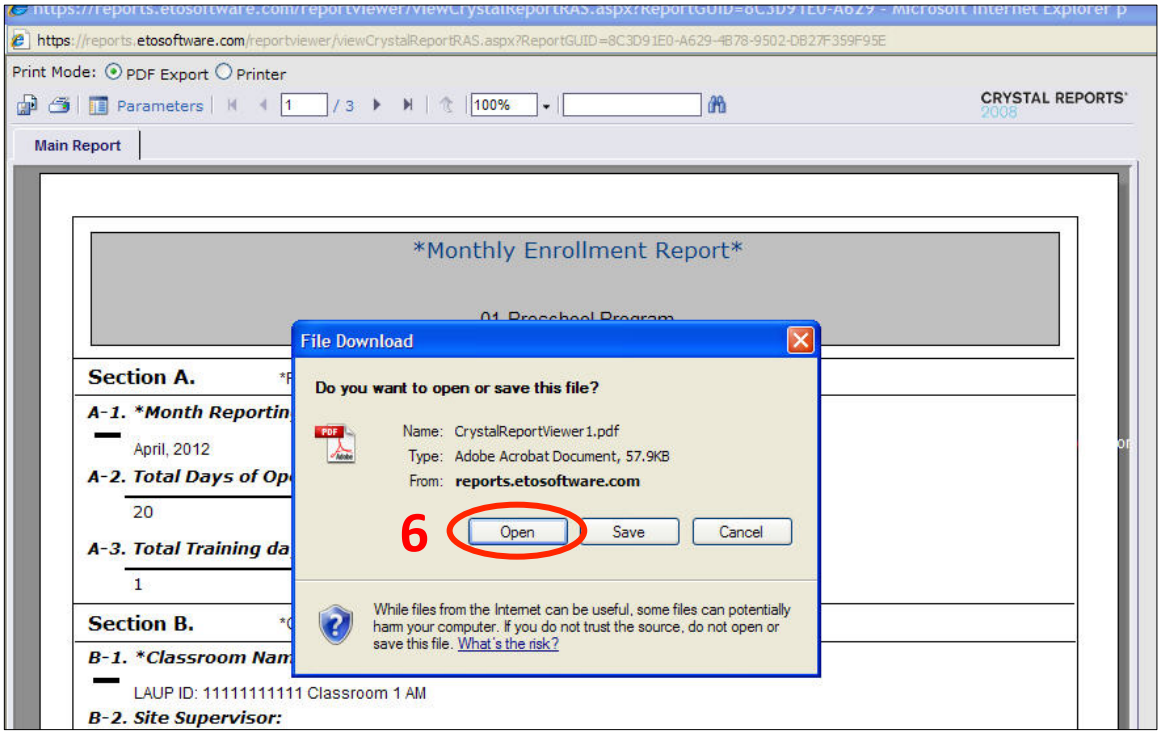
3. To **edit** a Monthly Enrollment Report, select **Update** from the **Take Action** drop down menu and the report will appear. (If the report does not appear, be sure to turn your Pop Up blocker off).
   - Make the applicable changes and select "Submit"


ETOSOFTWARE®
Log Off | Home Page | My A
Welcome Holly Condon - 00-LAUP - Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Review Assessments
Review Assessments for 01-Preschool Program
Take New Assessment | Build New Assessment
Assessment Name
Monthly Enrollment Report
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
03/20/2012 | 03/20/2012 | | Research LAUP | Enabled | -- Please select --
03/20/2012 | 03/20/2012 | | Research LAUP | Enabled | -- Please select --
03/19/2012 | 03/22/2012 | | Research LAUP | Enabled | -- Please select --
Read-Only
Print
Delete
3
Take New Assessment | Build New Assessment

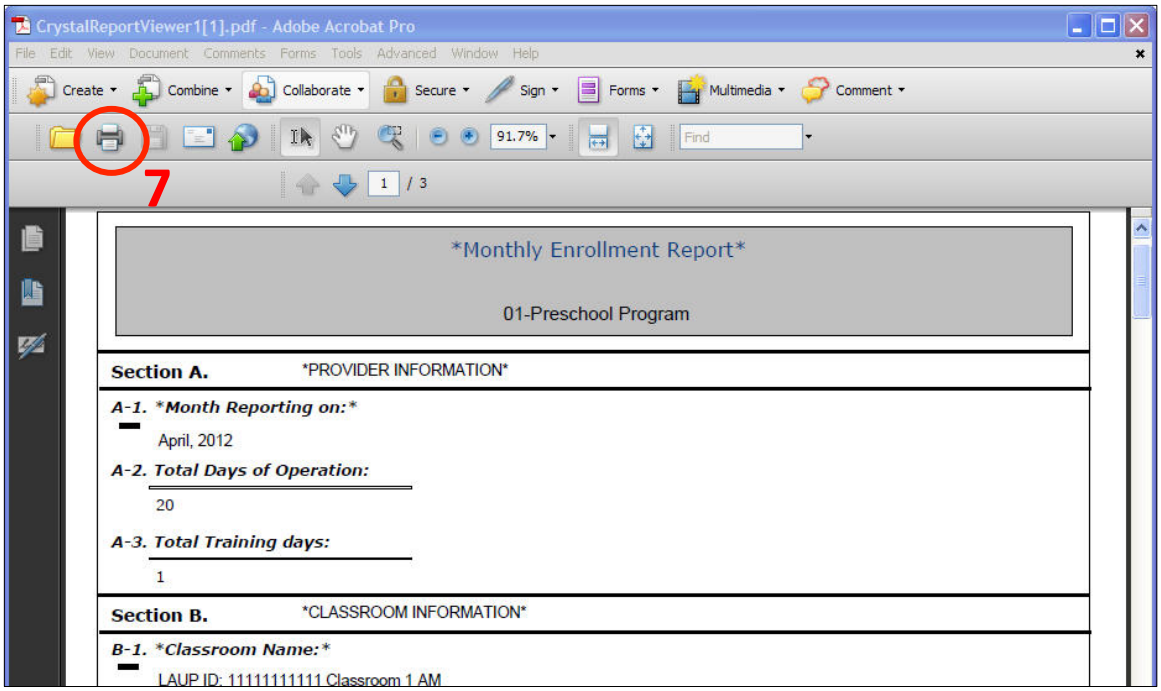
4. To **print** a Monthly Enrollment Report, select **Print** from the **Take Action** drop down menu and the report the following screen will appear. (If the report does not appear, be sure to turn your Pop Up blocker off).



5. Click the **Printer icon** located in the top right of the screen. Be sure **PDF Export** is selected
6. A dialog box will appear, click **Export.**



7. Click **Open** and a PDF version of the report will appear.



8. Click the **Printer icon** located in the top right of the screen and a dialog box should appear for you to select your printer.

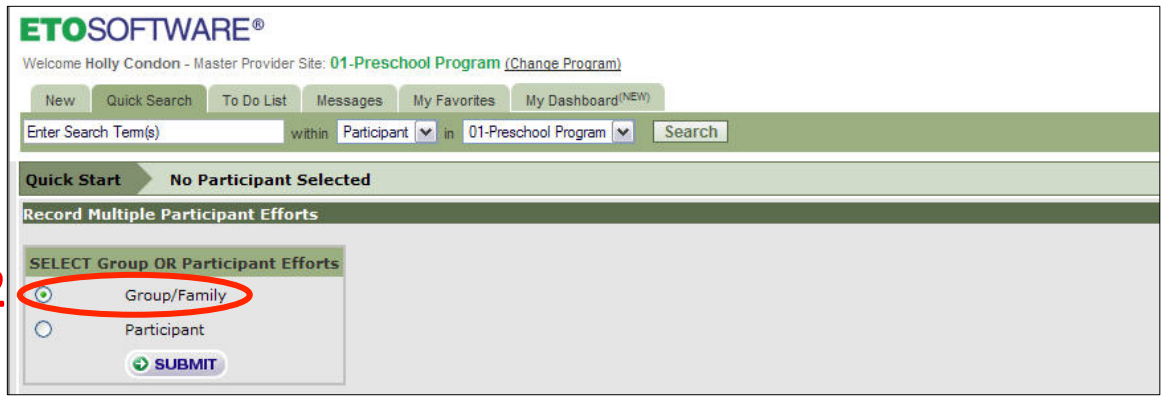
Attendance

The deadline to record attendance is by the 1st Friday or the 3rd business day of the month whichever is later. LAUP strongly encourages you to record attendance in ETO on a daily basis to help ensure your attendance data is accurate. *If your attendance data is inaccurate, it could possibly affect your payments. You will not be able to edit attendance data once the deadline has passed.* To review attendance data see the section *Attendance Reports.*

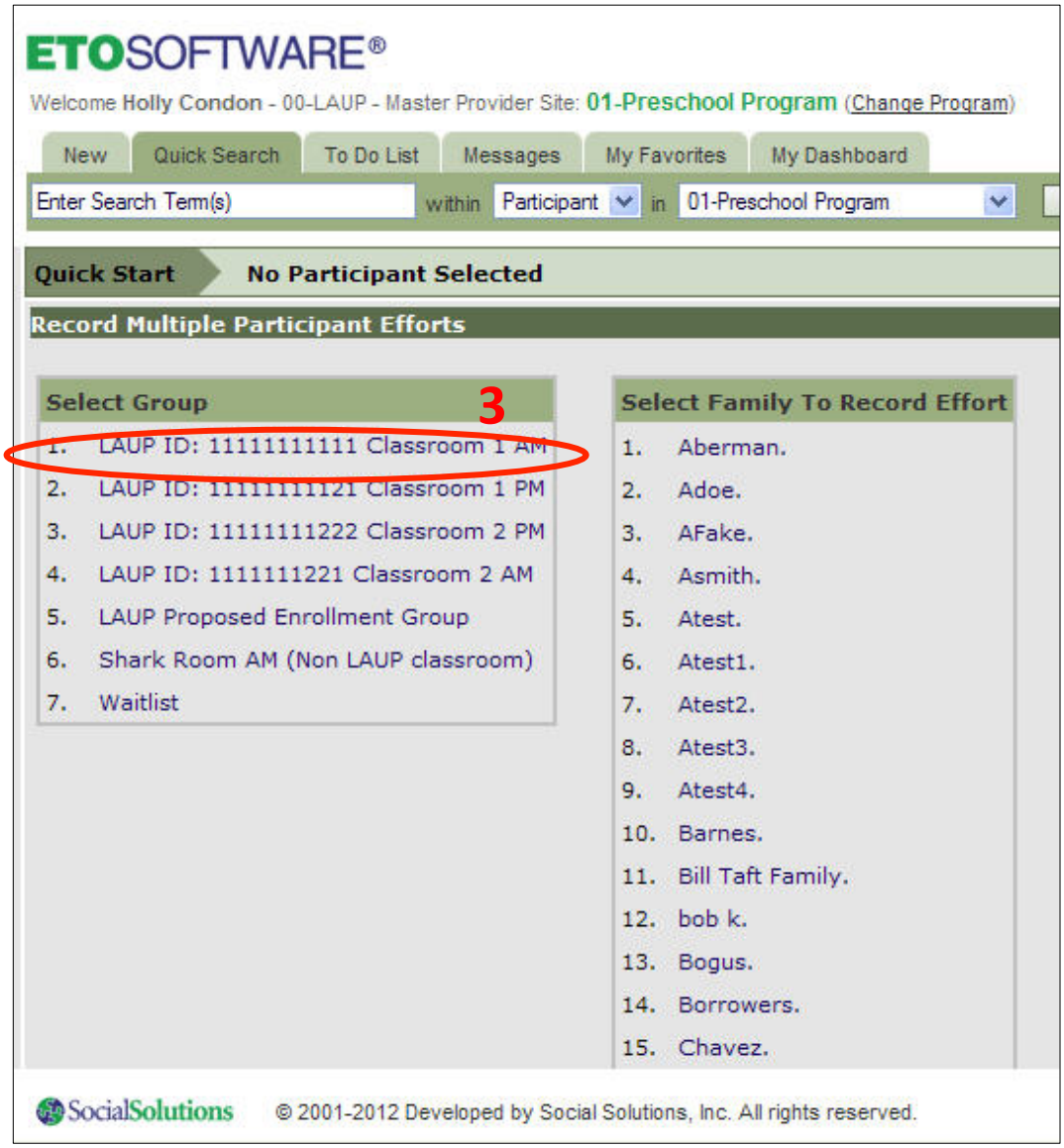
Recording Attendance in ETO

In order to record attendance, all children need to be enrolled in the ETO system and assigned to the appropriate classroom group. Check your classroom group list (see section *Verifying Children in Classroom Group)* and enroll any new children (see section *Enroll a New Family/Child)* before recording attendance.

1. From the Home Page, select **#6. Record Attendance** by clicking the **GO**.

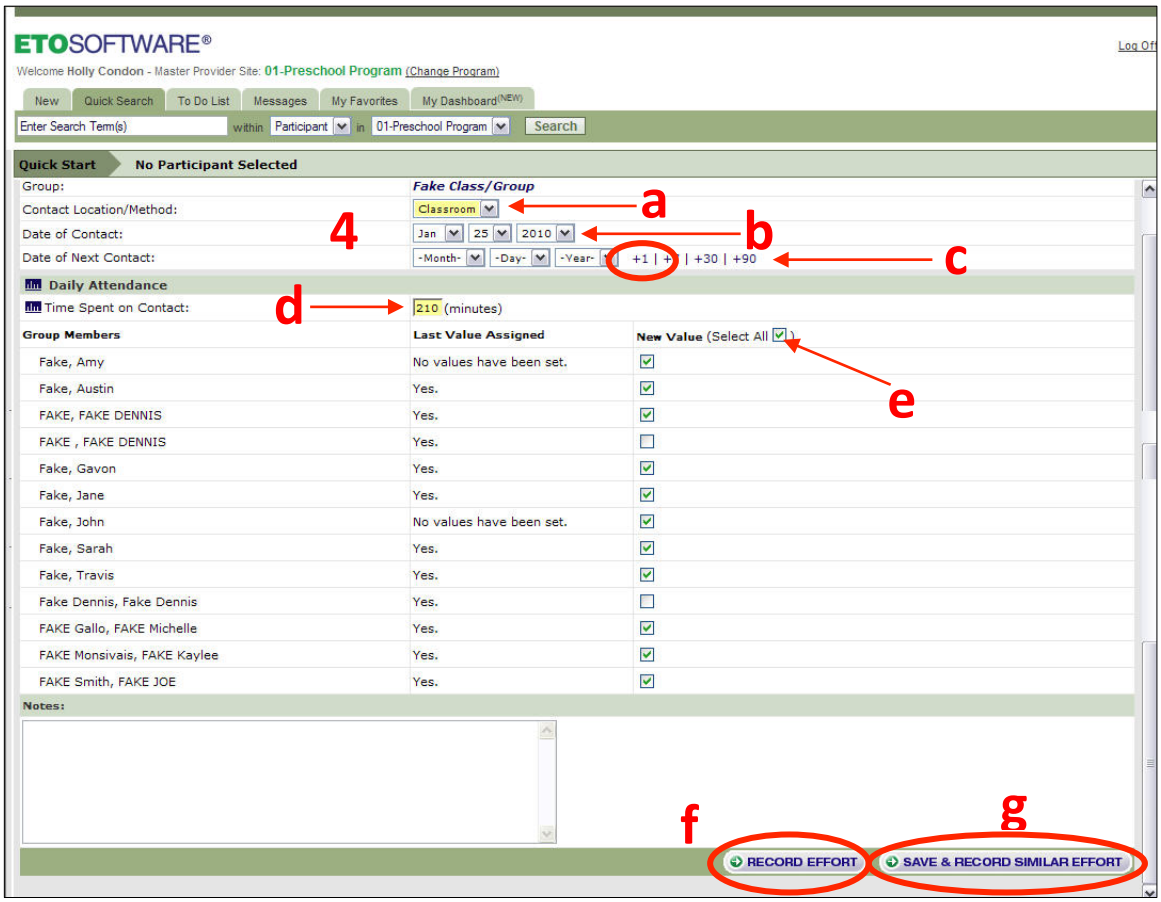


2. Select **Group/Family** and click **Submit** to record attendance for a class/group.



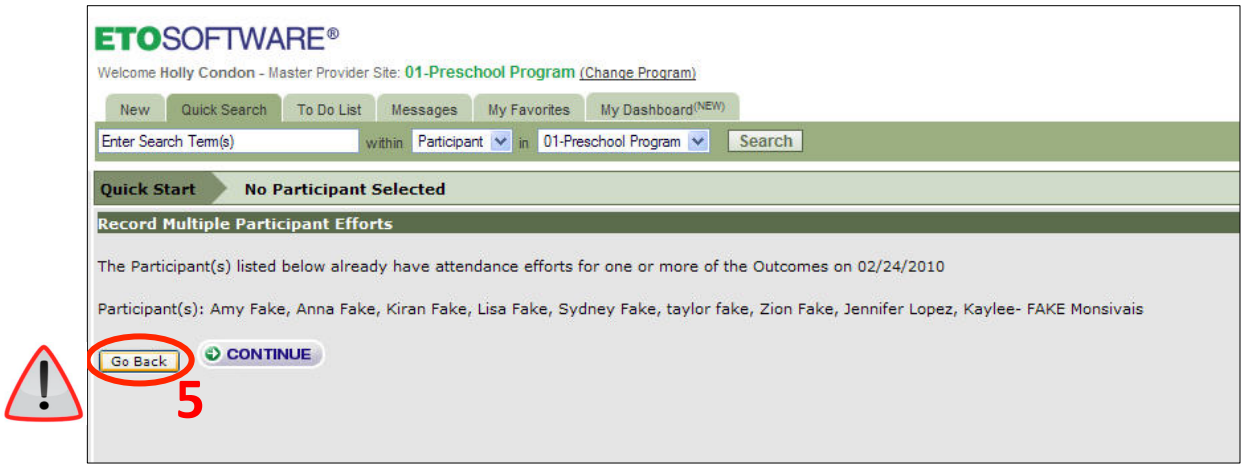
3. Under **Select Group**, click the appropriate class/group you are recording attendance for.

*Attendance must be recorded at the **Group/Family Level**. If attendance is recorded at the Participant Level your attendance data will be inaccurate which could possibly affect payments.*



4. Populate the following fields to record attendance:
    a. **Contact Location/Method**-select **Classroom**.
    b. **Date of Contact**-The default will be the date you are entering info. Enter the actual date of attendance you are recording. For example, you may be recording attendance on Friday for the past Monday.
    c. **Date of Next Contact**-Click on the **+1** symbol. Do not worry about what information is populated into this field. It is part of the ETO system and will not affect your data in any way.
    d. **Time spent on Contact**-This is the length of time for the LAUP program and the default is for a 3.5 hour program or 210 minutes. If you have a 3 hour program you will need change this to 180 minutes.
    e. **New Value**-This is the actual attendance. Click the **Select All** box to select all of the children in the group. Deselect any child that is absent.
    f. **Record Effort**-If you are recording attendance for one day, Click **Record Effort**. This saves the attendance.
    g. **Save & Record Similar Effort**- If you are recording attendance for multiple days at once, Click **Save & Record Similar Effort.** This saves the attendance and brings up a new page for you record attendance for another day.

5. The following screen will appear if attendance has already been recorded for the day you are attempting to enter.

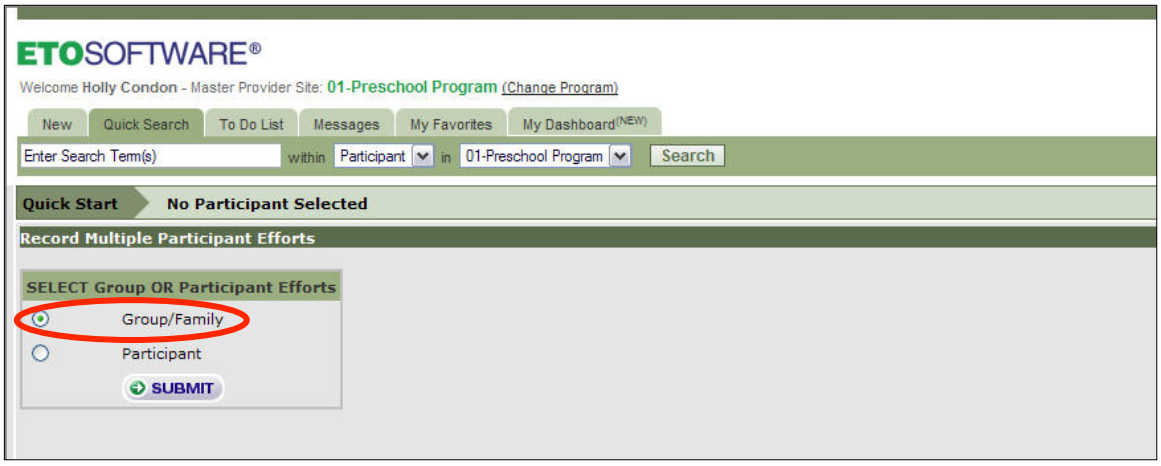


a. ***DO NOT click***

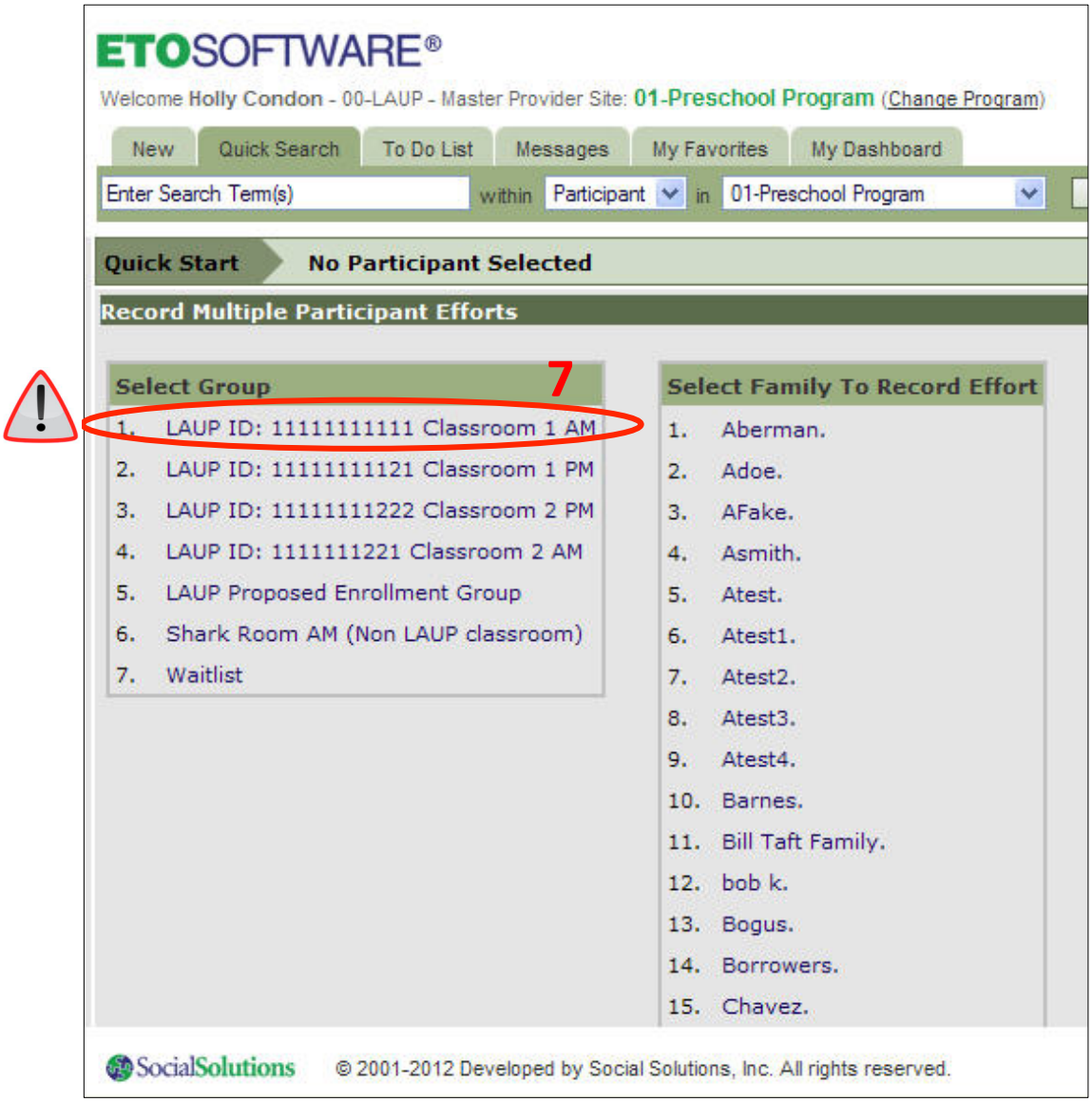
. *If you click Continue, you will be recording duplicate attendance records and your attendance data will be inaccurate.*

b. Click on **GO Back** and follow steps 6-9 below to re-enter the correct attendance data.

If the attendance data does not match the daily sign-in sheets kept at your site, it could possibly affect your payment(s). You will not be able to edit attendance data once the deadline has passed. To review attendance data see the section "Attendance Reports."

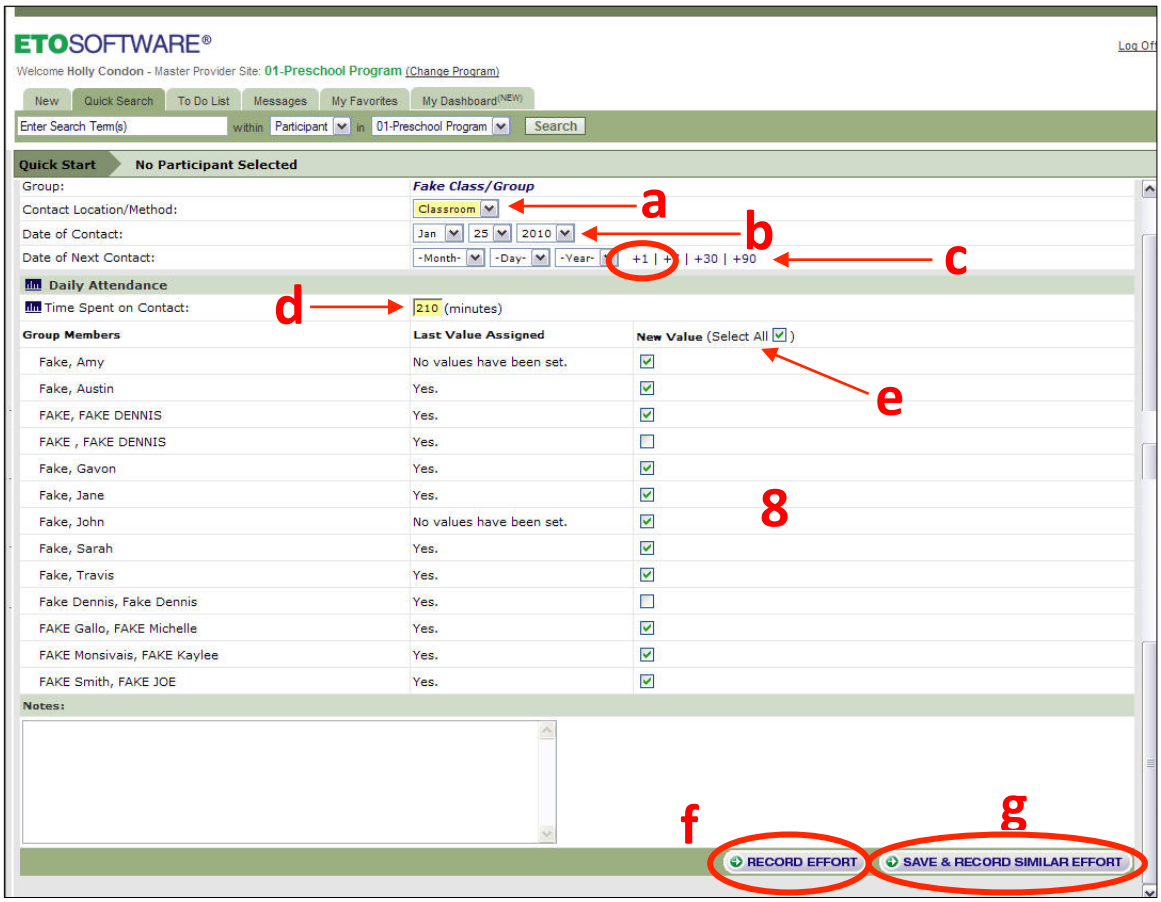


6. Select **Group/Family** and click **Submit** to record attendance for a class/group.

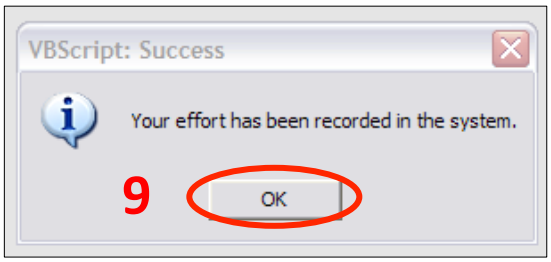


7. Under **Select Group**, click the appropriate class/group you are recording attendance for.

*Attendance must be recorded at the **Group/Family Level**. If attendance is recorded at the Participant Level your attendance data will be inaccurate which could possibly affect payments.*



8. Populate the following fields to record attendance:
    a. **Contact Location/Method**-select **Classroom**.
    b. **Date of Contact**- The default will be the date you are entering info. Enter the actual date of attendance you are recording. For example, you may be recording attendance on Friday for the past Monday.
    c. **Date of Next Contact**-Click on the **+1** symbol. Do not worry about what information is populated into this field. It is part of the ETO system and will not affect your data in any way.
    d. **Time spent on Contact**-This is the length of time for the LAUP program and the default is for a 3.5 hour program or 210 minutes. If you have a 3 hour program you will need change this to 180 minutes.
    e. **New Value**-This is the actual attendance. Click the **Select All** box to select all of the children in the group. Deselect any child that is absent.
    f. **Record Effort**-If you are recording attendance for one day, Click **Record Effort**. This saves the attendance.
    g. **Save & Record Similar Effort**- If you are recording attendance for multiple days at once, Click **Save & Record Similar Effort.** This saves the attendance and brings up a new page for you record attendance for another day.



9. Click **OK**. Congratulations! You have successfully manually recorded attendance in ETO!!

If your attendance data is inaccurate, it could possibly affect your payments. You will not be able to edit attendance data once the deadline has passed. To review attendance data see the section *Attendance Reports.*

Attendance Reports

Please note: in order to view the following attendance reports, your computer must meet certain system requirements. If, after completing the following process, you are unable to view attendance reports, please see the Appendix 7: Installing Crystal Viewer Reports, contact your IT department, or call your assigned Tech Analyst.

You should run attendance reports on a regular basis and before the deadline, by the 1st Friday or the 3rd business day of the month whichever is later, to ensure that your attendance data is accurate. *If your attendance data is inaccurate, it could possibly affect your payments. You will not be able to edit attendance data once the deadline has passed.*

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Monday, Jun. 14, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home | Site Home
Last Login: 6/14/2010 5:08:33 PM
Failed Attempts Since Last Login: 0
Edit Page
1
Preschool Program
Participants
Participant History
Record Efforts
My Work
Entities
ETO Reports
Participant ETO
ETO: Entity
ETO: General
ETO: Misc
ETO: Net Impact
ETO: Participant
ETO: Participant (Site)
ETO: Staff
ETO: Time & Effort
ETOAnalyzer
Wizards
Program Administration
Site Administration
Add New Entity
View/Edit Entity
Enroll Entity
To Do List | Review My Efforts | Edit My Efforts | Review Participant Efforts | Help
1 - Enroll a New Family/Child
2 - View Edit Family/Child Information
3 - Enroll A Family/Child From the Parent Program
4 - Record A Child Assessment
5 - Manage Classroom Groups
6 - Record Attendance
7 - Record Classroom/Group Activities
8 - Record A New Referral
9 - View/Edit An Existing Referral
10 - Dismiss Family/Child From Program
11 - Edit Attendance
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual
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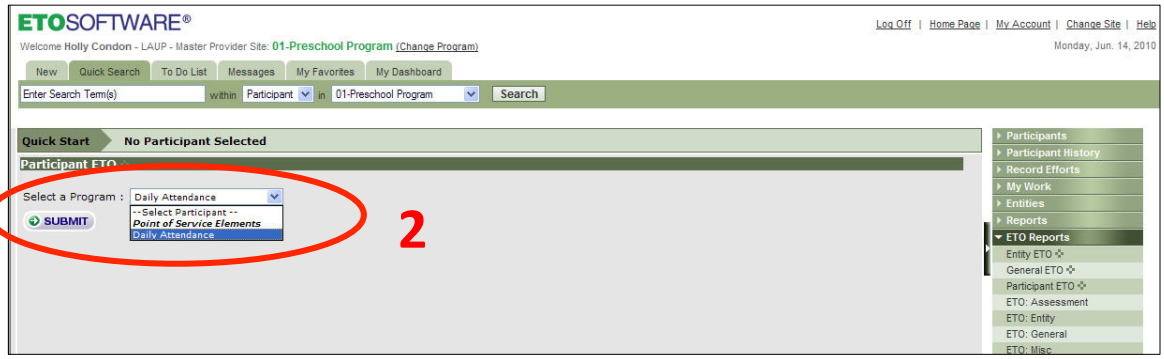
Online Community | Training Calendar | Support

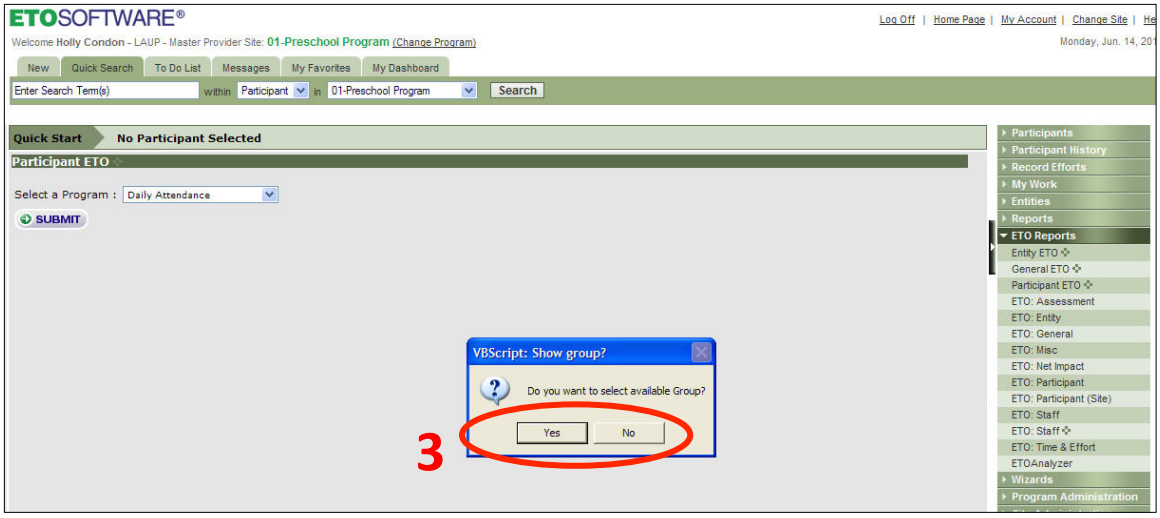
1. To run an attendance report, from the Right Menu click **ETO Reports**. A drop down menu should appear, click **Participant ETO.**

If the right menu is not appearing on your screen, click on the narrow black bar with an arrow in the middle and the menu should appear.

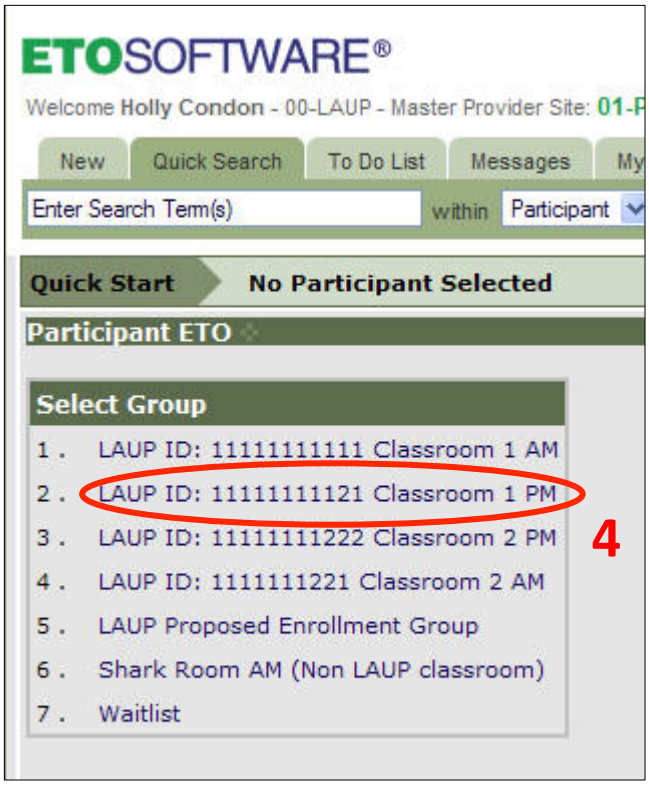
If you have a Pop Up Blocker enabled, be sure to disable before running reports!!



2. Select **Daily Attendance** from the drop down menu and click **Submit.**

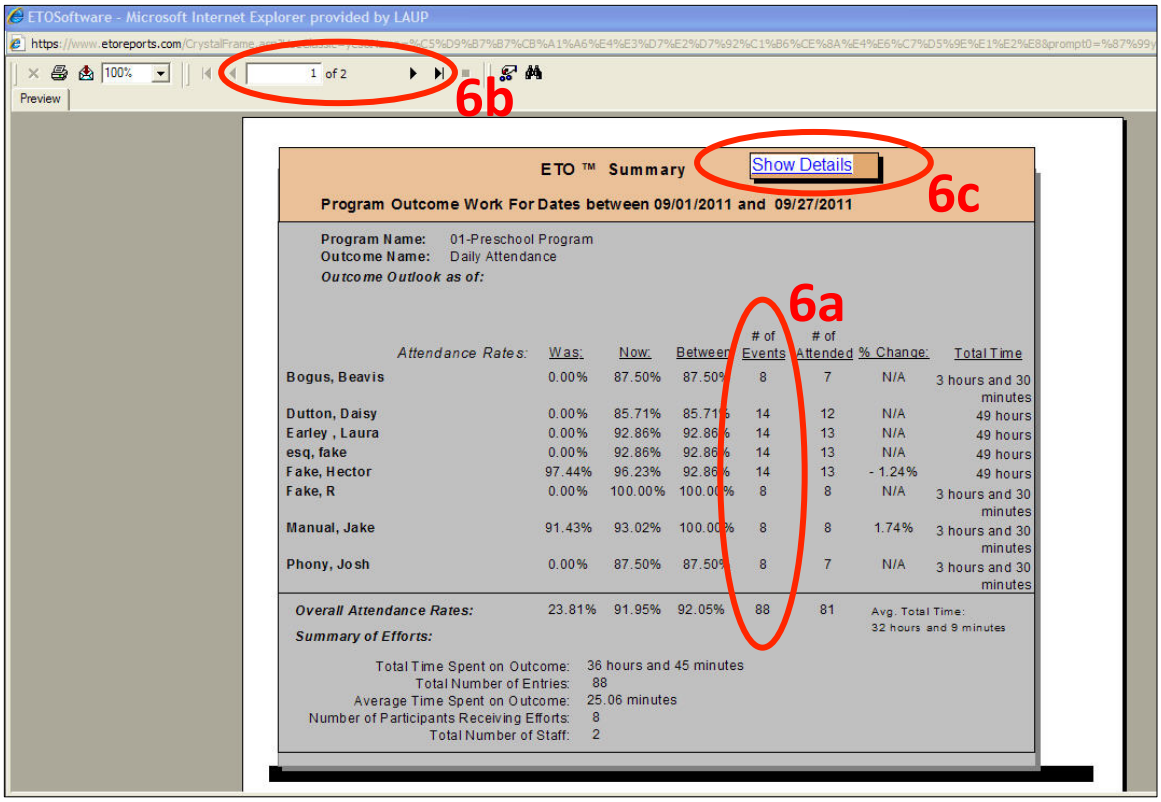


3. Click **Yes** on the dialog box that appears.



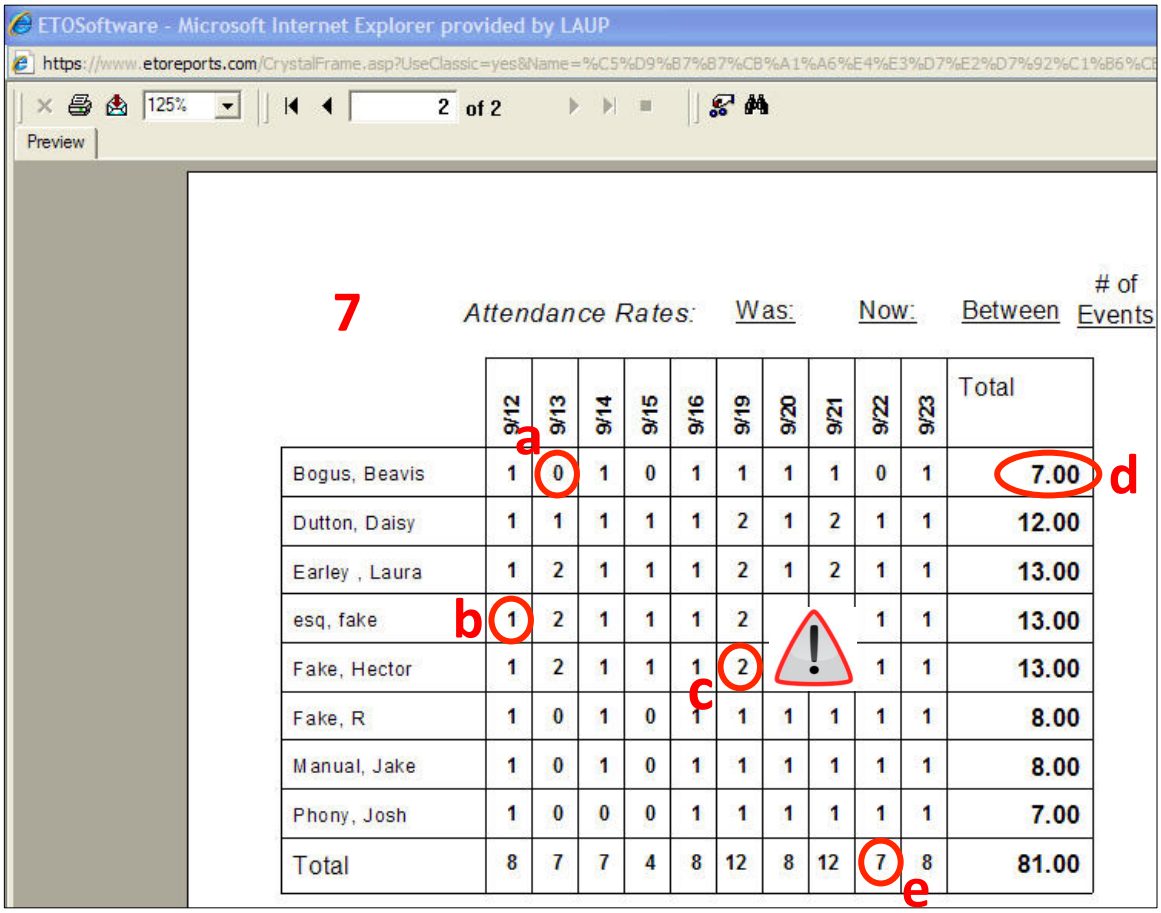
4. **Click** on the group name whose report you'd like to run.

5. Select the dates you would like to run the attendance report for. You can either manually select dates from the **Drop Down menus,** or you can select **This/Previous Month or Quarter, or Year to Date.**
6. Click **Submit.**


ETOSoftware - Microsoft Internet Explorer provided by LAUP
https://www.etoreports.com/
100%
1 of 2
Preview
6b
ETO ™ Summary
Show Details
6c
Program Outcome Work For Dates between 09/01/2011 and 09/27/2011
Program Name: 01-Preschool Program
Outcome Name: Daily Attendance
Outcome Outlook as of:
6a
Attendance Rates: Was: Now: Between # of Events # of Attended % Change: Total Time
Bogus, Beavis 0.00% 87.50% 87.50% 8 7 N/A 3 hours and 30 minutes
Dutton, Daisy 0.00% 85.71% 85.71% 14 12 N/A 49 hours
Earley , Laura 0.00% 92.86% 92.86% 14 13 N/A 49 hours
esq, fake 0.00% 92.86% 92.86% 14 13 N/A 49 hours
Fake, Hector 97.44% 96.23% 92.86% 14 13 - 1.24% 49 hours
Fake, R 0.00% 100.00% 100.00% 8 8 N/A 3 hours and 30 minutes
Manual, Jake 91.43% 93.02% 100.00% 8 8 1.74% 3 hours and 30 minutes
Phony, Josh 0.00% 87.50% 87.50% 8 7 N/A 3 hours and 30 minutes
Overall Attendance Rates: 23.81% 91.95% 92.05% 88 81
Avg. Total Time: 32 hours and 9 minutes
Summary of Efforts:
Total Time Spent on Outcome: 36 hours and 45 minutes
Total Number of Entries: 88
Average Time Spent on Outcome: 25.06 minutes
Number of Participants Receiving Efforts: 8
Total Number of Staff: 2

7. There are 3 things you should review and check when running attendance reports.
    a. # of events: The number of events are the number of days you have recorded attendance. This number should match the number of Days of Operations you report on your Monthly Enrollment Report.
        i. For example, if you have 19 days of service than the # of events should be 19.
        ii. The above is an example of an inaccurate report and the data would need to be edited before the submission deadline.
    b. Duplicate attendance records: To check for duplicate attendance records, select page 2 of the report by **clicking on the black arrows at top of dialog box.** This will show the per child/per day attendance data. See step 7 for more information.
    c. Duplicate efforts: An effort is defined as any type of data that is entered/recorded into ETO and will impact your # of events (days you have recorded attendance for). Click **Show Details** to see a report to identify duplicate efforts and see step 8 for more information.

If the report does not appear, you may need to install Crystal Report Viewer to view the report, see Appendix 2: Alternative Attendance Report or Appendix 4: Installing Crystal Viewer or. If you are having difficulties contact your IT department or your assigned Tech Support Analyst.



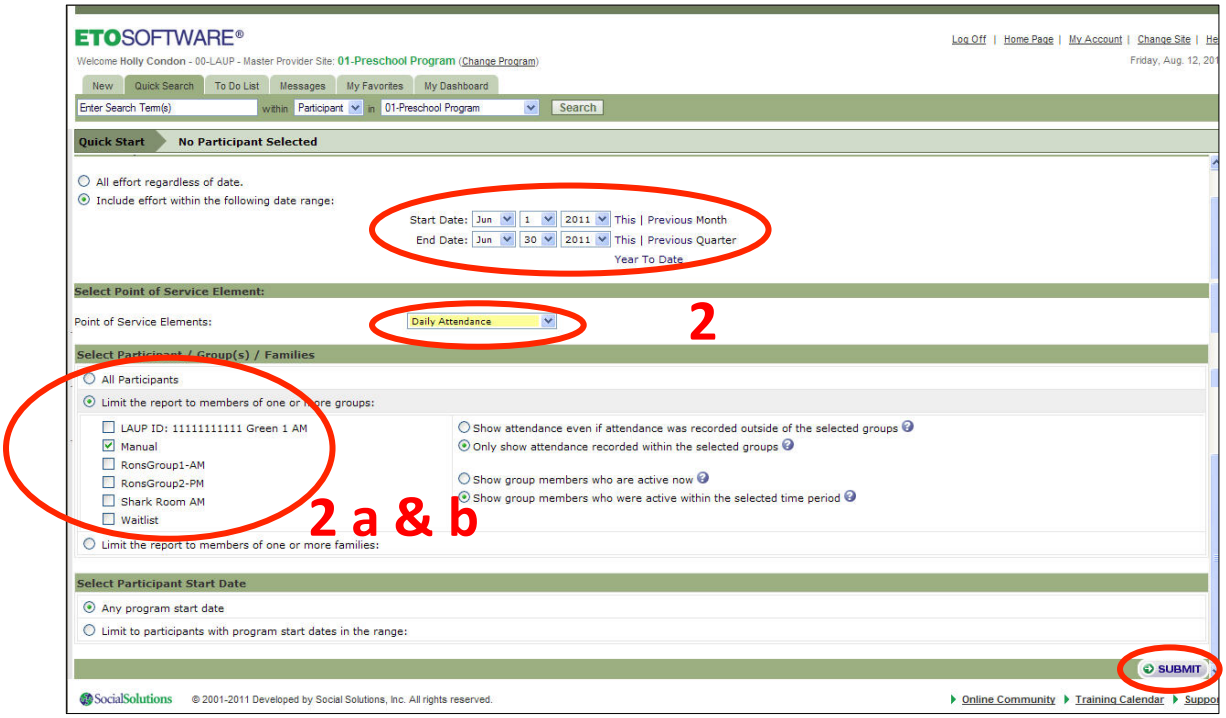
	9/12	9/13	9/14	9/15	9/16	9/19	9/20	9/21	9/22	9/23	Total
Bogus, Beavis	1	0	1	0	1	1	1	1	0	1	7.00
Dutton, Daisy	1	1	1	1	1	2	1	2	1	1	12.00
Earley , Laura	1	2	1	1	1	2	1	2	1	1	13.00
esq, fake	1	2	1	1	1	2			1	1	13.00
Fake, Hector	1	2	1	1	1	2			1	1	13.00
Fake, R	1	0	1	0	1	1	1	1	1	1	8.00
Manual, Jake	1	0	1	0	1	1	1	1	1	1	8.00
Phony, Josh	1	0	0	0	1	1	1	1	1	1	7.00
Total	8	7	7	4	8	12	8	12	7	8	81.00

8. Only the days that attendance was recorded will appear on this report. Any day that attendance is not recorded, such as weekends or holidays, will not appear on the report.
    a. "0" indicates a child was absent on a particular day.
    b. "1" indicates a child was present on a particular day.
    c. "2" indicates a duplicate entry and you will need to go back and delete the duplicate attendance record for that date. To do this, go to *Deleting Duplicate Attendance Records or Efforts* section.
    d. The totals along the right side are the total number of days the child attended.
    e. The totals along the bottom are the total number of children in attendance in the classroom group for that day.

Duplicate entries will cause your attendance data to be inaccurate and could possibly affect your payments. If you have any entries of "2" you will need to go back and delete duplicates. See the section "Deleting Duplicate Attendance Records or Efforts."

Alternative Attendance Report

1. From the Right Side Menu, click **ETO Reports** and then click **ETO: Participant**.


ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
All effort regardless of date.
Include effort within the following date range:
Start Date: Jun 1 2011 This | Previous Month
End Date: Jun 30 2011 This | Previous Quarter
Year To Date
Select Point of Service Element:
Point of Service Elements: Daily Attendance
2
Select Participant / Group(s) / Families
All Participants
Limit the report to members of one or more groups:
LAUP ID: 11111111111 Green 1 AM
Manual
RonsGroup1-AM
RonsGroup2-PM
Shark Room AM
Waitlist
Show attendance even if attendance was recorded outside of the selected groups
Only show attendance recorded within the selected groups
Show group members who are active now
Show group members who were active within the selected time period
2 a & b
Limit the report to members of one or more families:
Select Participant Start Date
Any program start date
Limit to participants with program start dates in the range:
SUBMIT
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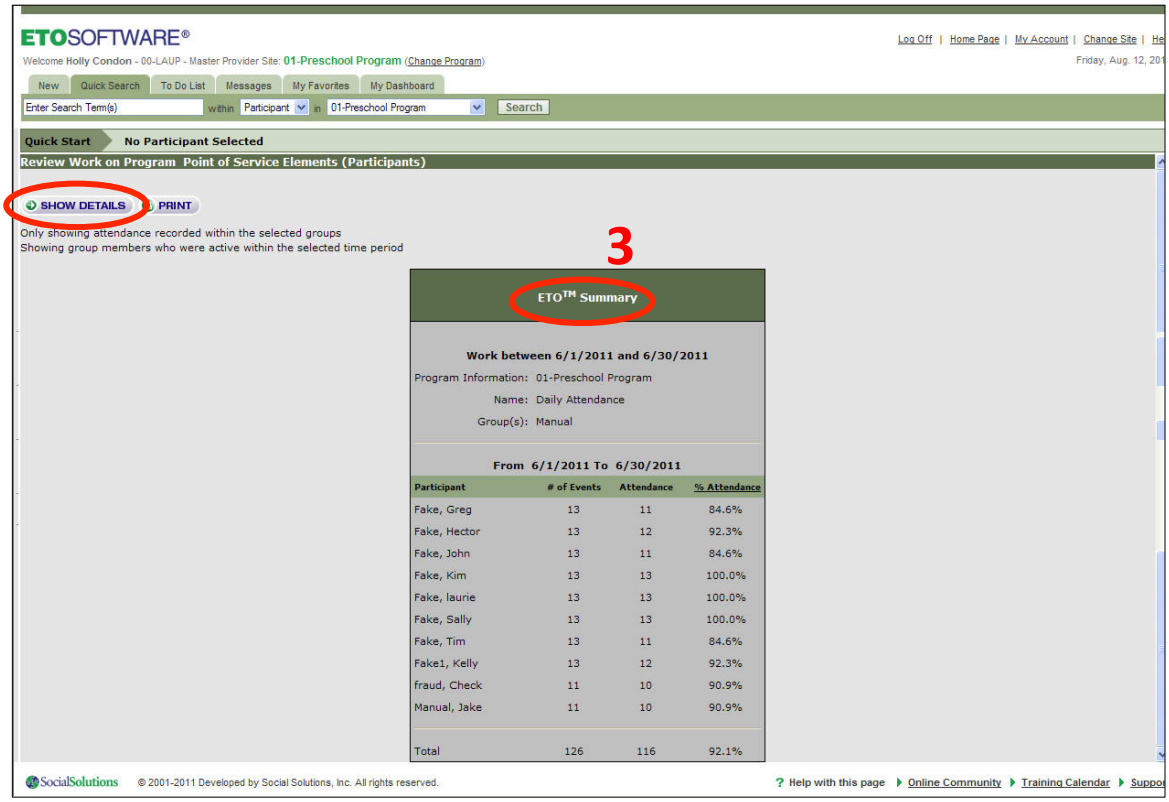
2. Select the date for the attendance report you want to run. From the **Point of Service Element** drop down menu select **Daily Attendance.**
    a. To run an attendance report for all children in your program select **All Participants**
    b. To run an attendance for a specific classroom/group select **Limit the report to member of one or more groups** and then select the classroom/group.
    c. Click **SUBMIT.**


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page | My Account | Change Site
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Review Work on Program Point of Service Elements (Participants)
4
SHOW DETAILS
PRINT
Only showing attendance recorded within the selected groups
Showing group members who were active within the selected time period
3
ETO™ Summary
Work between 6/1/2011 and 6/30/2011
Program Information: 01-Preschool Program
Name: Daily Attendance
Group(s): Manual
From 6/1/2011 To 6/30/2011
Participant # of Events Attendance % Attendance
Fake, Greg 13 11 84.6%
Fake, Hector 13 12 92.3%
Fake, John 13 11 84.6%
Fake, Kim 13 13 100.0%
Fake, laurie 13 13 100.0%
Fake, Sally 13 13 100.0%
Fake, Tim 13 11 84.6%
Fake1, Kelly 13 12 92.3%
fraud, Check 11 10 90.9%
Manual, Jake 11 10 90.9%
Total 126 116 92.1%
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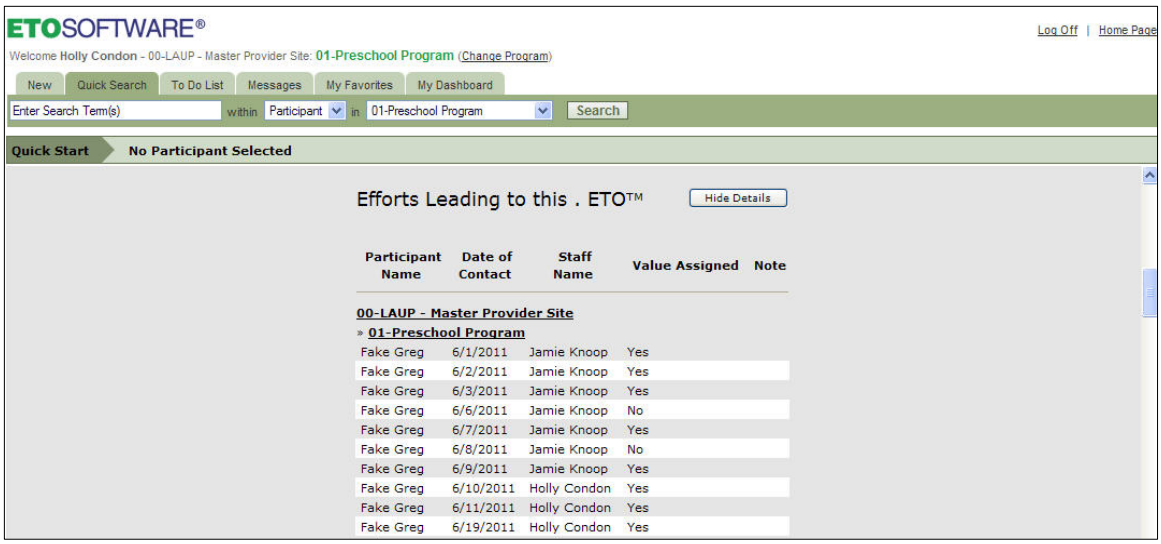
Help with this page | Online Community | Training Calendar

3. You will see the **ETO Summary** for the selected dates.
4. To see the details for attendance report summary, click **SHOW DETAILS** and the following screen will appear.

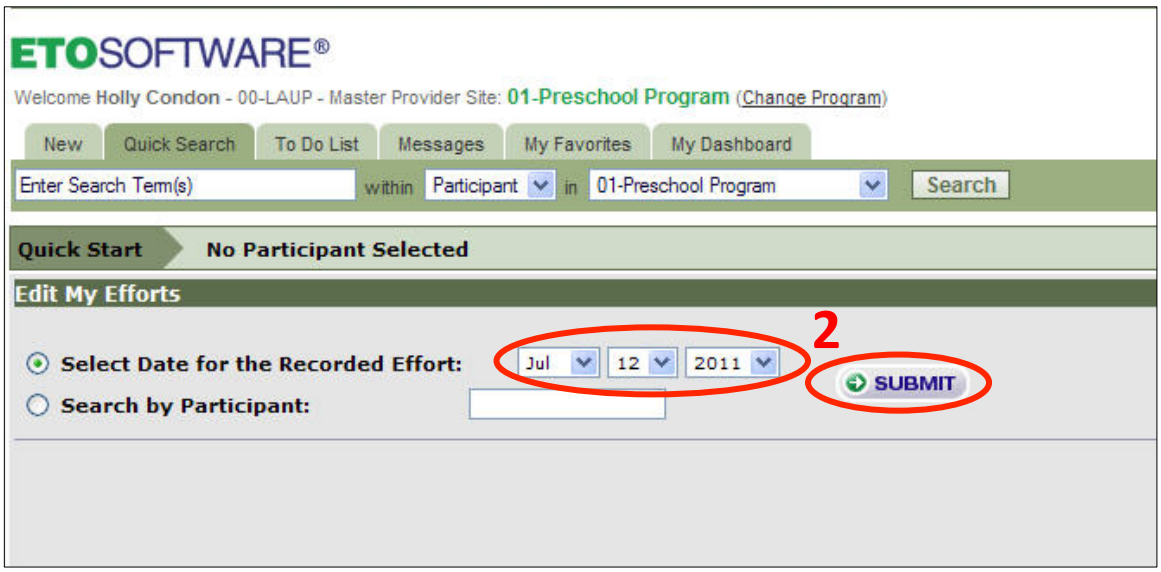

ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Efforts Leading to this . ETO™
Hide Details
Participant Name Date of Contact Staff Name Value Assigned Note
00-LAUP - Master Provider Site
» 01-Preschool Program
Fake Greg 6/1/2011 Jamie Knoop Yes
Fake Greg 6/2/2011 Jamie Knoop Yes
Fake Greg 6/3/2011 Jamie Knoop Yes
Fake Greg 6/6/2011 Jamie Knoop No
Fake Greg 6/7/2011 Jamie Knoop Yes
Fake Greg 6/8/2011 Jamie Knoop No
Fake Greg 6/9/2011 Jamie Knoop Yes
Fake Greg 6/10/2011 Holly Condon Yes
Fake Greg 6/11/2011 Holly Condon Yes
Fake Greg 6/19/2011 Holly Condon Yes

5. This details summary lists each child alphabetically and each date attendance was recorded. Scroll down to seen the entire classroom/group.

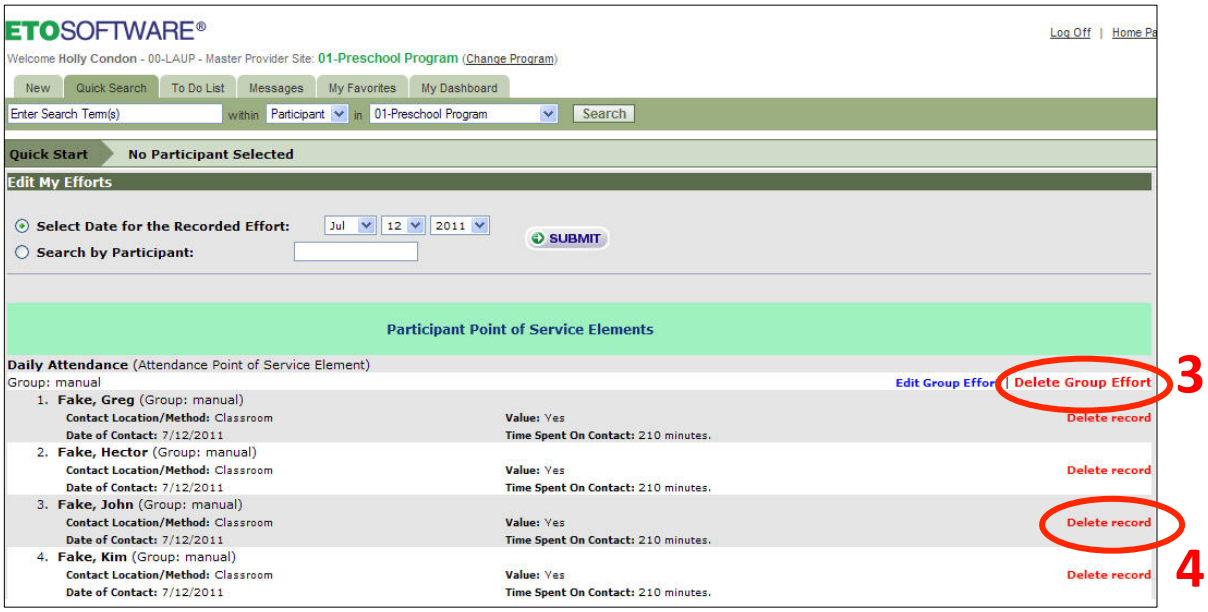
Deleting Duplicate Attendance Records or Efforts

Use this feature to delete duplicate attendance records or efforts for either the entire classroom or individual children. If you need to edit a particular day or child(ren) see the steps in the section *Edit Attendance.* *You will not be able to edit attendance data once the deadline has passed,* by the 1st Friday or the 3rd business day of the month whichever is later. *If your attendance data is inaccurate, it could possibly affect your payments.*

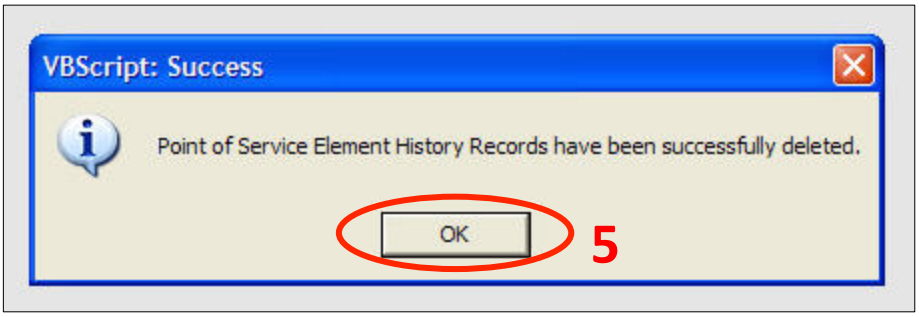
1. From the Right Menu, under **My Work**, click **Edit My Efforts.**



2. Enter the date for the duplicate attendance entry you need to edit and click **SUBMIT.**



3. To delete an entire classroom duplicate attendance record, click **Delete Group Effort**.
4. To delete an individual child duplicate attendance record, click **Delete Record** for the child**.**

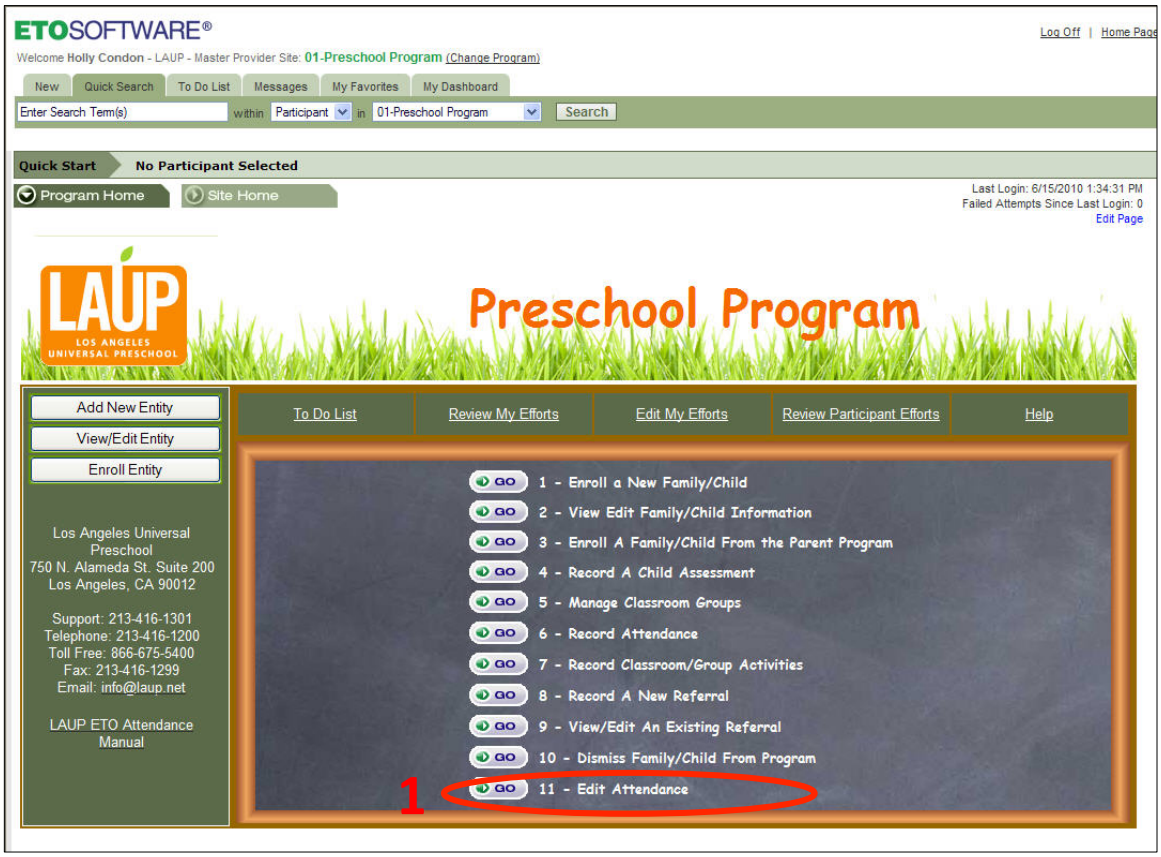


5. Click **OK.**
6. To verify that the duplicate entry has been deleted run an attendance report, see the section *Attendance Reports.*

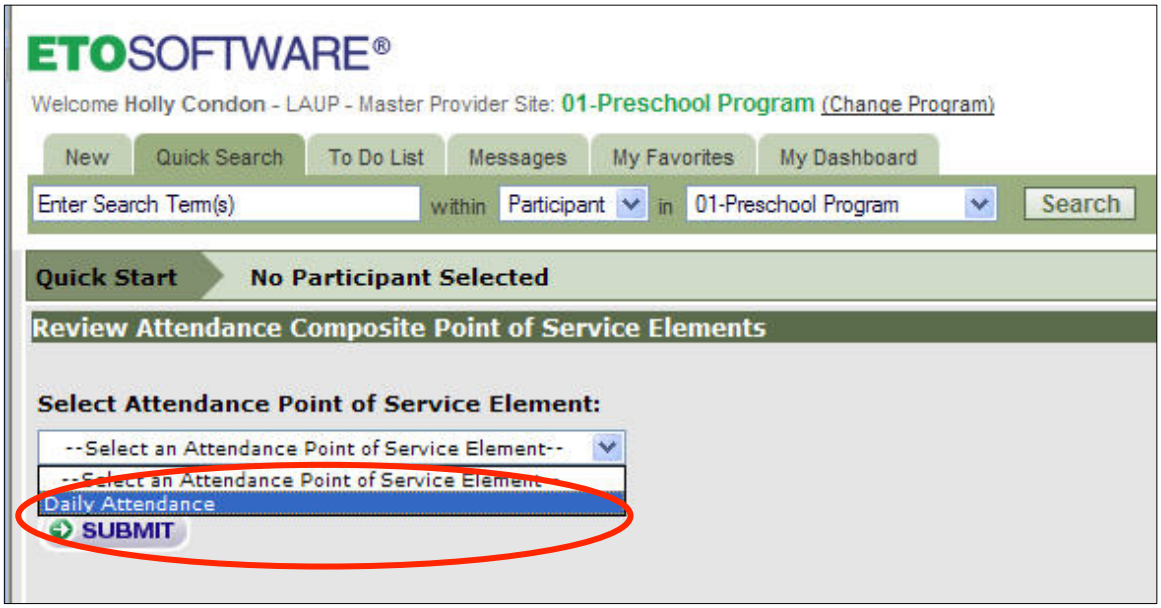
If your attendance data is inaccurate, it could possibly affect your payments. You will not be able to edit attendance data once the deadline has passed. To review attendance data see the section "Attendance Reports".

Edit Attendance

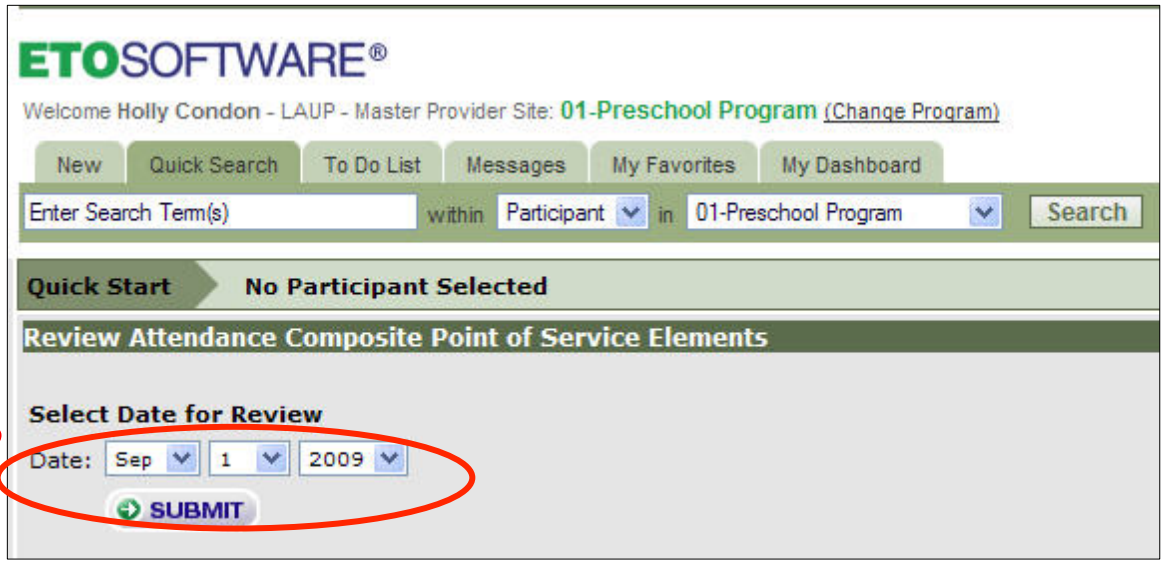
Use this feature if you need to make a change to an attendance record for a particular day or particular child(ren). For example, a child was absent but recorded as attending. *You will need to make this change BEFORE the deadline,* by the 1st Friday or the 3rd business day of the month whichever is later. This is feature does not delete duplicate attendance records, see the section *Deleting Duplicate Attendance.* *If your attendance data is inaccurate, it could possibly affect your payments.*



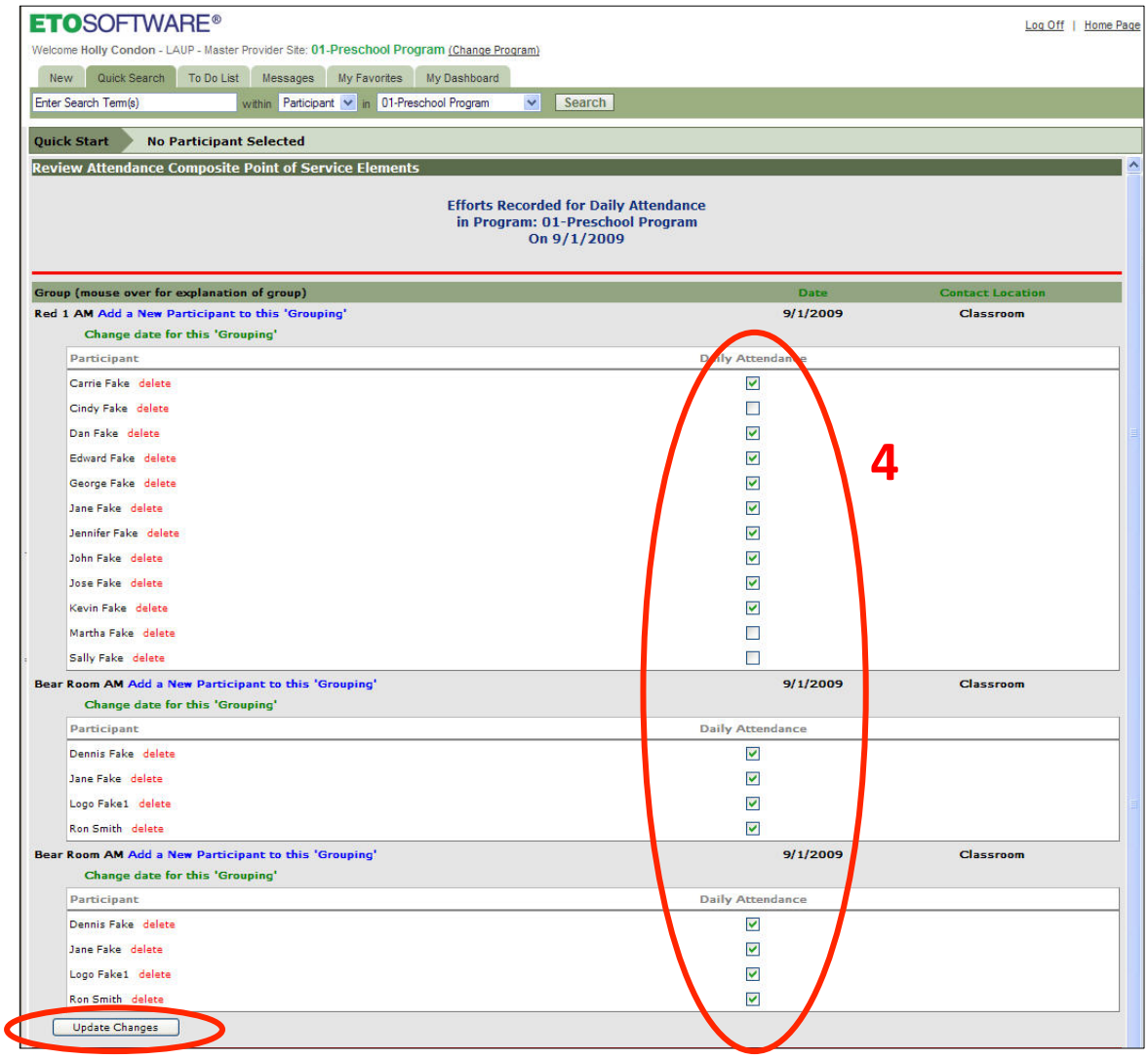
1. From the Home Page, select **#11-Edit Attendance** by clicking **GO.**



2. From the drop down menu, select **Daily Attendance** and click **Submit.**



3. Select the date you wish to edit and click **Submit**. You can only edit attendance for one day at a time.



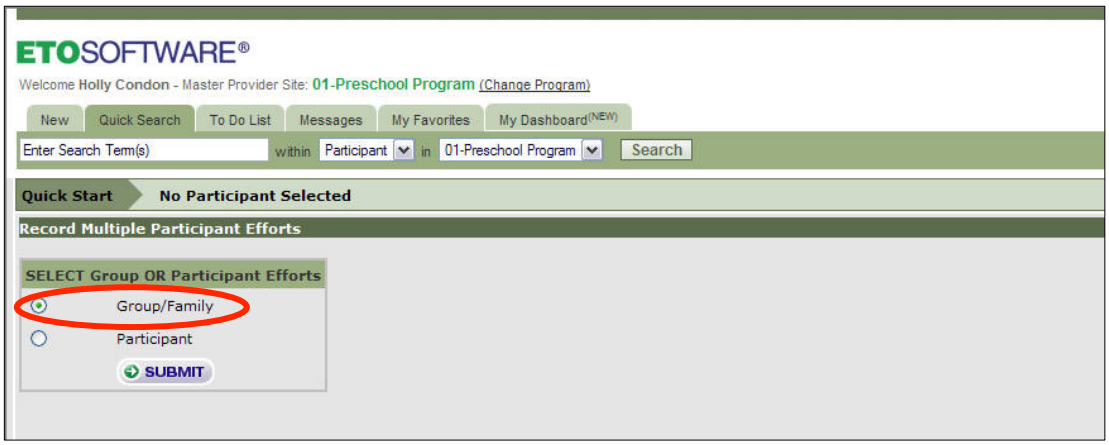
4. All classroom groups will be listed. To edit attendance, check or uncheck the **Daily Attendance** boxes for each child you wish to edit attendance and click **Update Changes**.
    a. If a box is checked, that means attendance was recorded for that day.
    b. If a box is unchecked, that means attendance was not recorded and the child was absent.
    c. When you are finished with the edits, click **Update Changes**. The page may flash, or it may appear that nothing has happened. This is normal. You can produce a report to verify the edited attendance for that day. See the section *Attendance Reports*.
5. To edit attendance for another day, go back to the **Home Page** and follow steps 1-4.

If your attendance data is inaccurate, it could possibly affect your payments. You will not be able to edit attendance data once the deadline has passed. To review attendance data see the section "Attendance Reports."

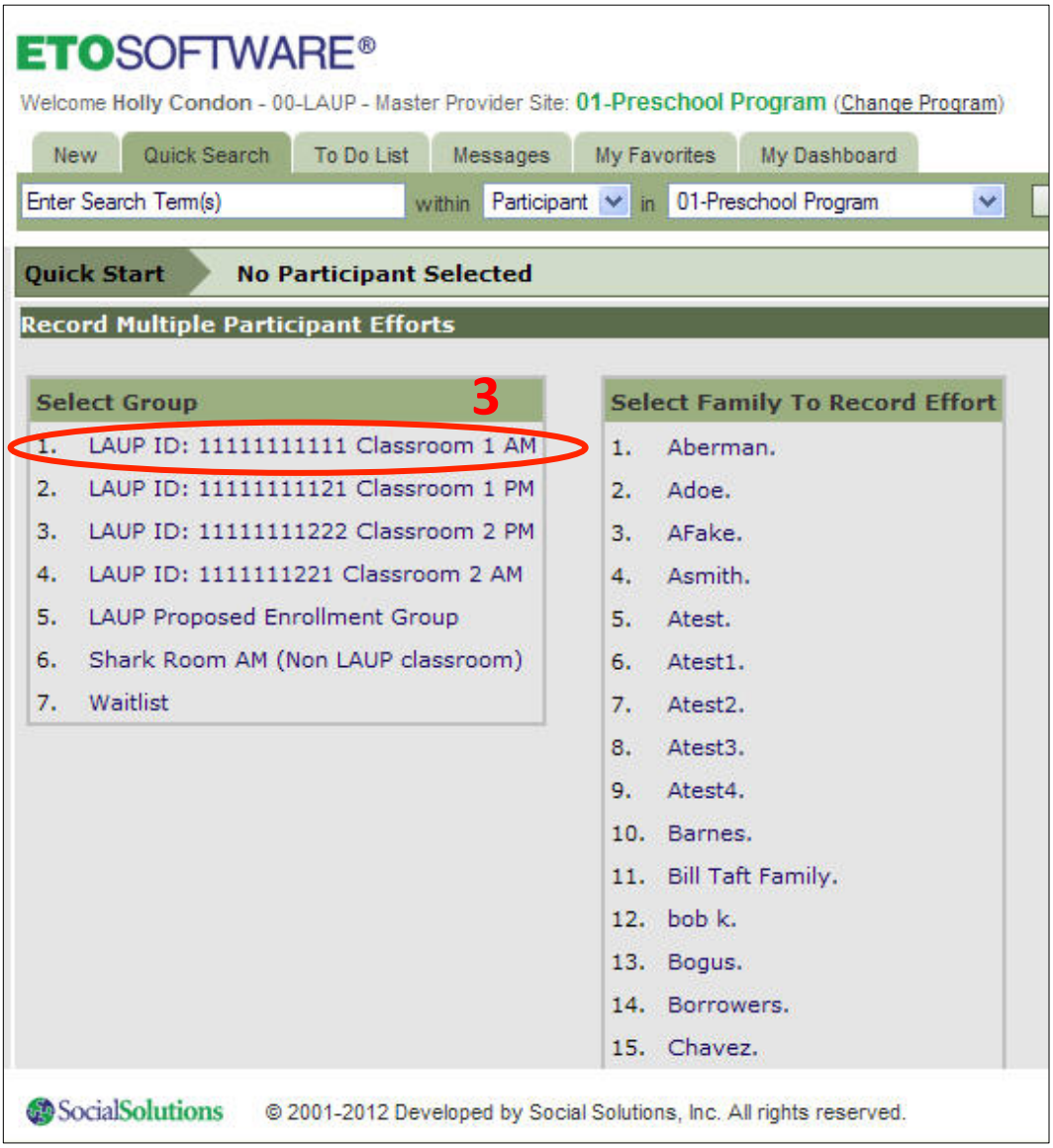
Record Attendance for a Missed Day

You will use this feature if you have noticed that you missed recording attendance for a particular day. Run an attendance report to verify the days you have recorded attendance for. See the section *Attendance Reports*. *You will not be able to edit attendance data once the deadline has passed,* by the 1st Friday or the 3rd business day of the month whichever is later. *If your attendance data is inaccurate, it could possibly affect your payments.*

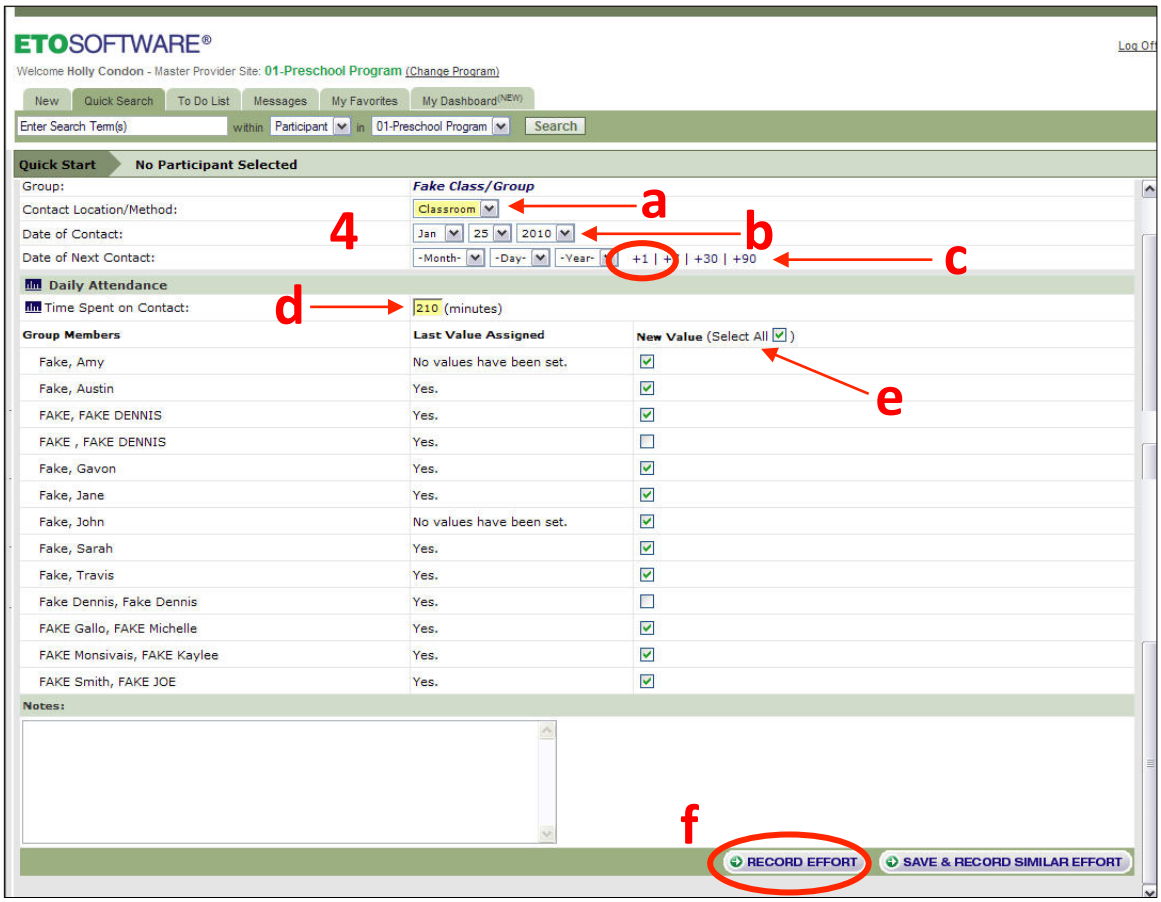
1. From the Home Page, select **#6. Record Attendance** by clicking the **GO**.



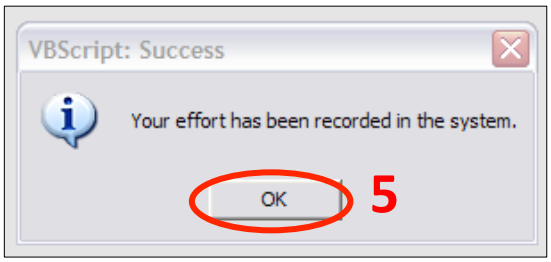
2. Select **Group/Family** and click **Submit** to record attendance for a class/group.



3. Under **Select Group**, click the appropriate class/group you are recording attendance for.



4. Populate the following fields to record attendance:
    a. **Contact Location/Method**-select **Classroom**.
    b. **Date of Contact**-This is the actual date of attendance you are recording. The default will be the date you are entering info. Enter the actual date you are recording attendance for.
    c. **Date of Next Contact**-Click on the **+1** symbol. Do not worry about what information is populated into this field. It is part of the ETO system and will not affect your data in any way.
    d. **Time spent on Contact**-This is the length of time for the LAUP program and the default is for a 3.5 hour program or 210 minutes. If you have a 3 hour program you will need change this to 180 minutes.
    e. **New Value**-This is the actual attendance. Click the **Select All** box to select all of the children in the group. Deselect any child that is absent.
    f. **Record Effort**-Click **Record Effort**. This saves the attendance.



5. Click **OK**. Congratulations! You have successfully manually recorded attendance in ETO!!

Adding Child after Attendance Recorded for Classroom Group

Use this process if you have recorded attended for the classroom group but did not enroll a new child into the ETO system. *You will not be able to edit attendance data once the deadline has passed,* by the 1st Friday or the 3rd business day of the month whichever is later. *If your attendance data is inaccurate, it could possibly affect your payments.*

1. Complete the steps in the sections *Enroll a New Family/Child* and *Assigning Children to a Classroom/Group*.

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Monday, Aug. 1, 2011
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Preschool Program
Participants
Participant History
Record Efforts
My Work
My Dashboard
To Do List
Review My Efforts
Edit Attendance
Read Message(s)
Entities
Reports
ETO Reports
Efforts To Outcomes
Quality Indicators
Outputs
Wizards
Program Administration
Site Administration
Add New Entity
View/Edit Entity
Enroll Entity
To Do List | Review My Efforts | Edit My Efforts | Review Participant Efforts | Help
1 - Enroll a New Family/Child
2 - View Edit Family/Child Information
3 - Enroll A Family/Child From the Parent Program
4 - Record A Child Assessment
5 - Manage Classroom Groups
6 - Record Attendance
Los Angeles Universal Preschool
888 S. Figueroa St. Suite 800
Los Angeles, CA 90017
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
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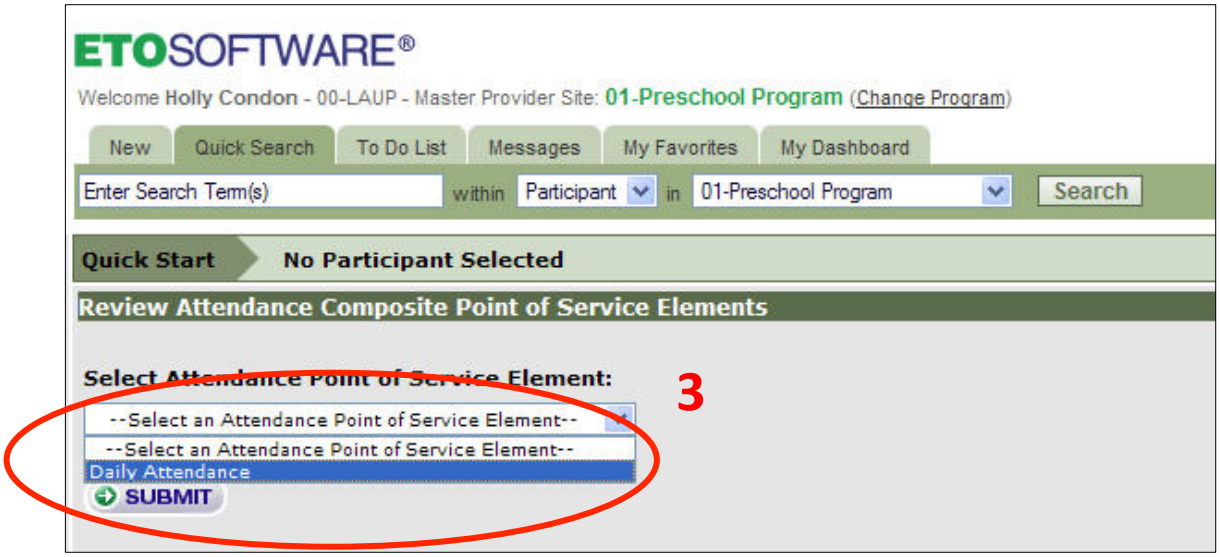
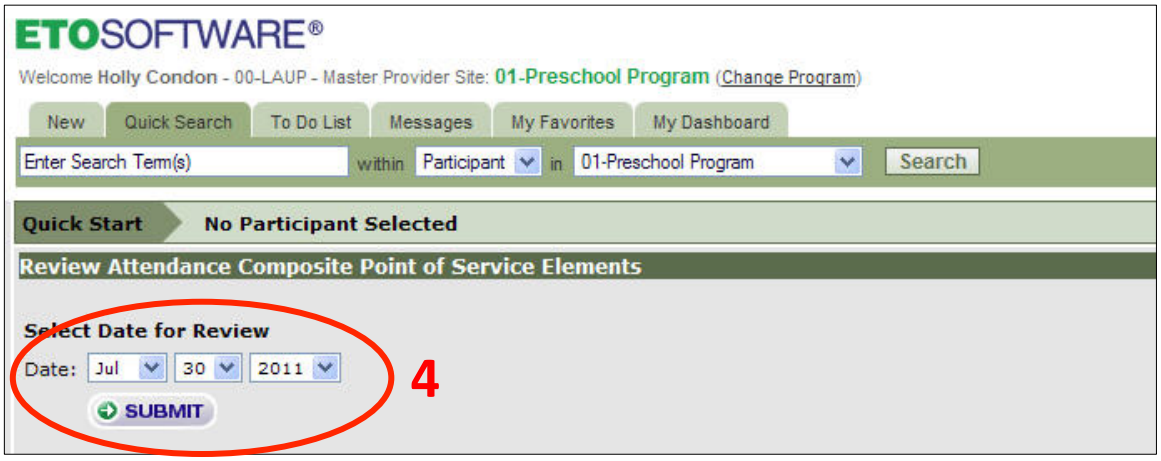
Online Community | Training Calendar | Support
2

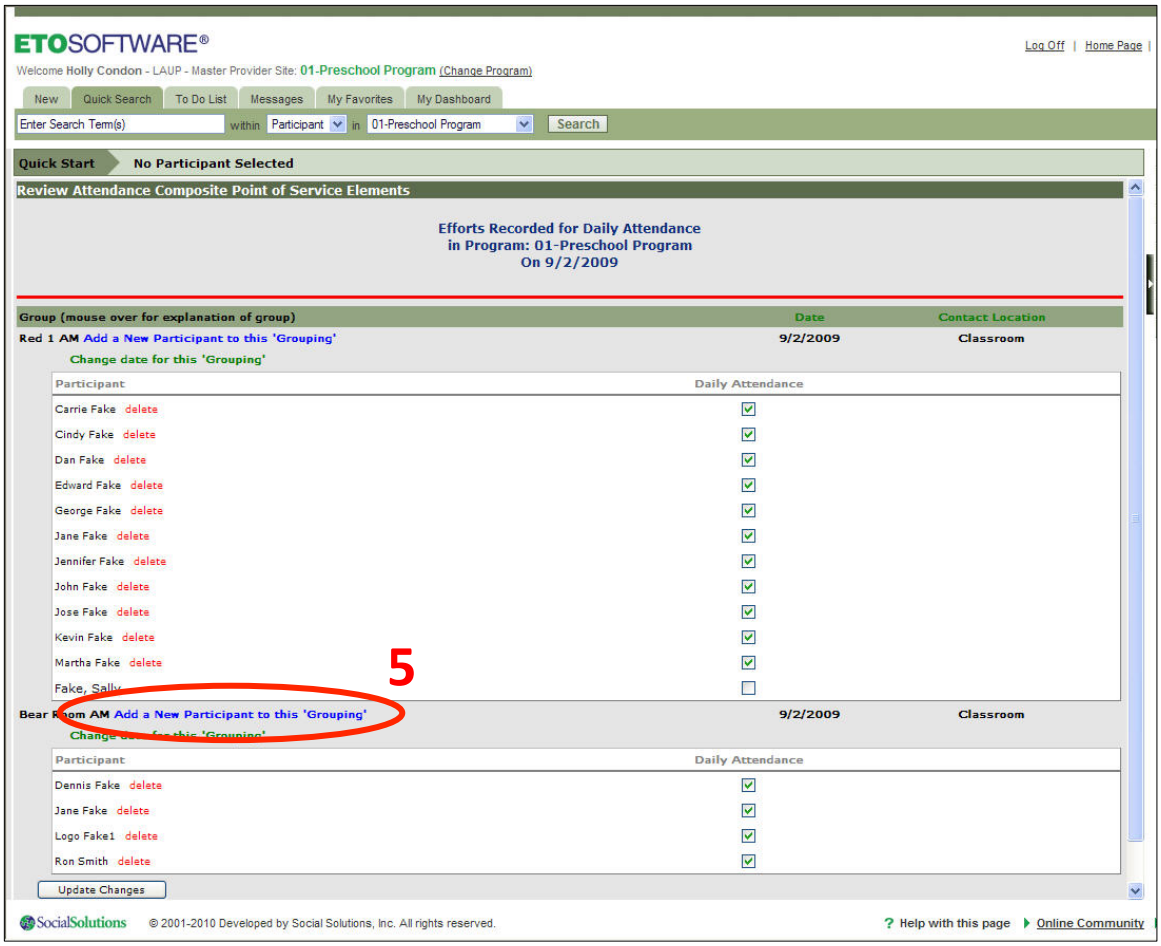
2. From the Right Menu, under **My Work**, click **Edit Attendance.**


ETOSOFTWARE®
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Review Attendance Composite Point of Service Elements
Select Attendance Point of Service Element:
--Select an Attendance Point of Service Element--
--Select an Attendance Point of Service Element--
Daily Attendance
SUBMIT
3

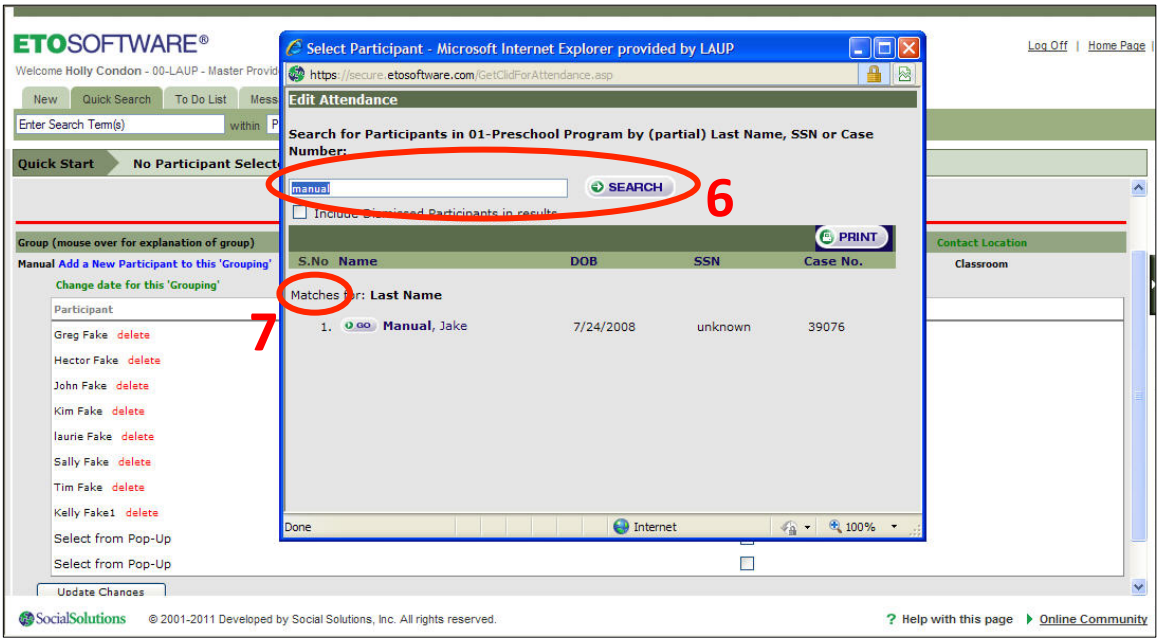
3. Select **Daily Attendance** from the drop down menu and click **SUBMIT.**



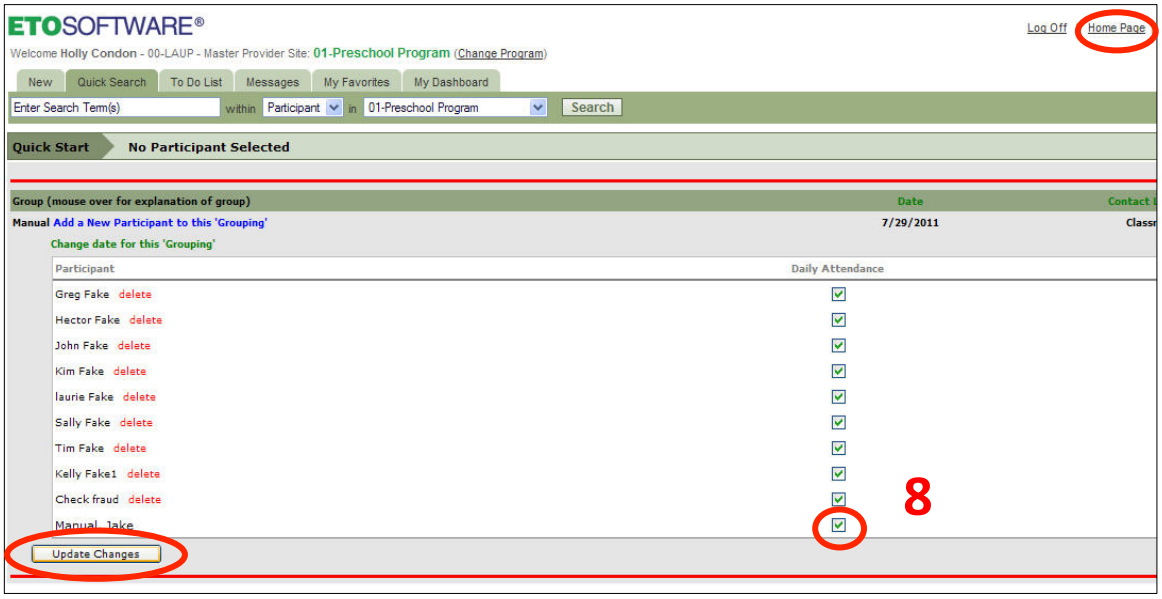
4. Enter the date you want to take attendance for and click **SUBMIT**.



5. Scroll down to find the classroom/group you want to add the new child to and click **Add New Participant to this Grouping**.



6. Type the name of the Last Name of the new child and click **Search**.
    a. *Please note: You will be unable to add a child if that child's ETO start date takes place after the date for which you are attempting to record his/her attendance*
7. Click **GO** next to the child's name. The child will appear on the classroom/group list. Repeat steps 4-6 if you have more than one newly enrolled child.



1. Check the Daily Attendance box for the new child(ren) and then click **Update Changes**. You will leave all of the other boxes checked.

You will need to complete steps 1-7 for each day you need to record attendance for the newly enrolled child(ren).

Appendix 1: ETO Standard Reports

ETO has a variety of standard reports available, such as birthday lists, labels for mailing.

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Tuesday, Apr. 17, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 4/16/2012 4:52:36 PM
Failed Attempts Since Last Login: 0
Edit Page
Preschool Program
1
Participants
Participant History
Record Efforts
My Work
Entities
Reports
Assessment Reports
Assessment/Survey Flat File
Custom Reports
Demographics
Effort Qualifier Reports
Program Group Reports
Standard Reports
Survey Reports
View Reports
Efforts To Outcomes
Outputs
ETO Analytics (Beta)
Wizards
Program Administration
Site Administration
Add New Entity
View/Edit Entity
Enroll Entity
Los Angeles Universal Preschool
888 S. Figueroa St. Suite 800
Los Angeles, CA 90017
To Do List
Review My Efforts
Edit My Efforts
Review Participant Efforts
Help
GO 1 - Enroll a New Family/Child
GO 2 - View Edit Family/Child Information
GO 3 - Enroll A Family/Child From the Parent Program
GO 4 - Record A Child Assessment
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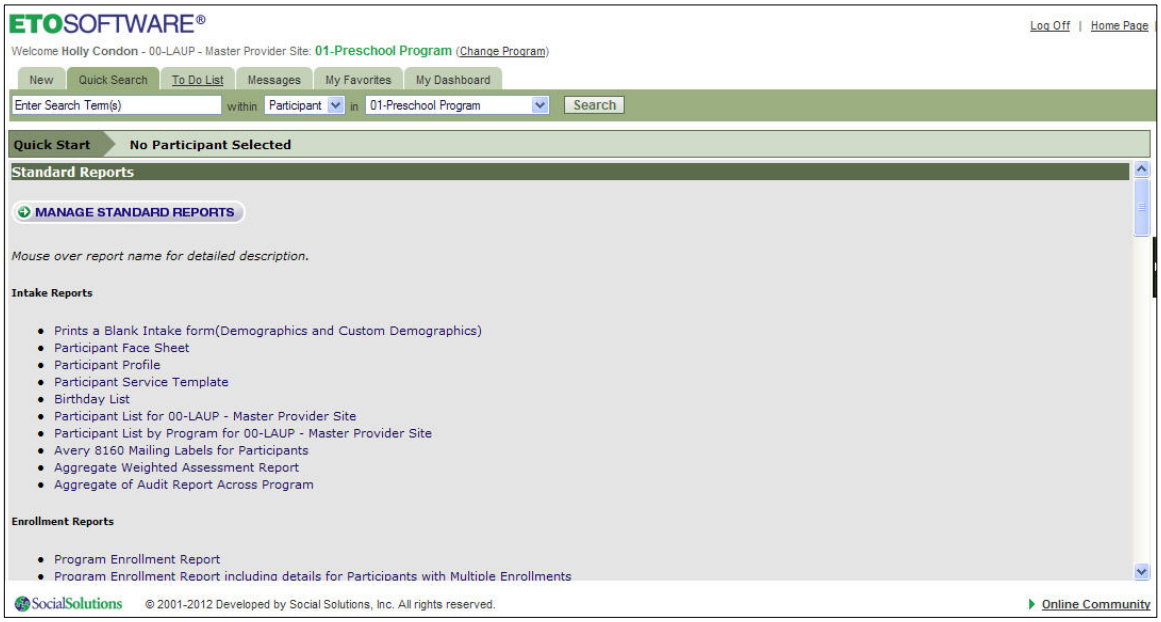
Online Community Training Calendar Support

1. From the Right Menu, click **Reports** then click **Standard Reports.**


ETOSOFTWARE®
Log Off | Home Page
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Standard Reports
MANAGE STANDARD REPORTS
Mouse over report name for detailed description.
Intake Reports
Prints a Blank Intake form(Demographics and Custom Demographics)
Participant Face Sheet
Participant Profile
Participant Service Template
Birthday List
Participant List for 00-LAUP - Master Provider Site
Participant List by Program for 00-LAUP - Master Provider Site
Avery 8160 Mailing Labels for Participants
Aggregate Weighted Assessment Report
Aggregate of Audit Report Across Program
Enrollment Reports
Program Enrollment Report
Program Enrollment Report including details for Participants with Multiple Enrollments
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Online Community

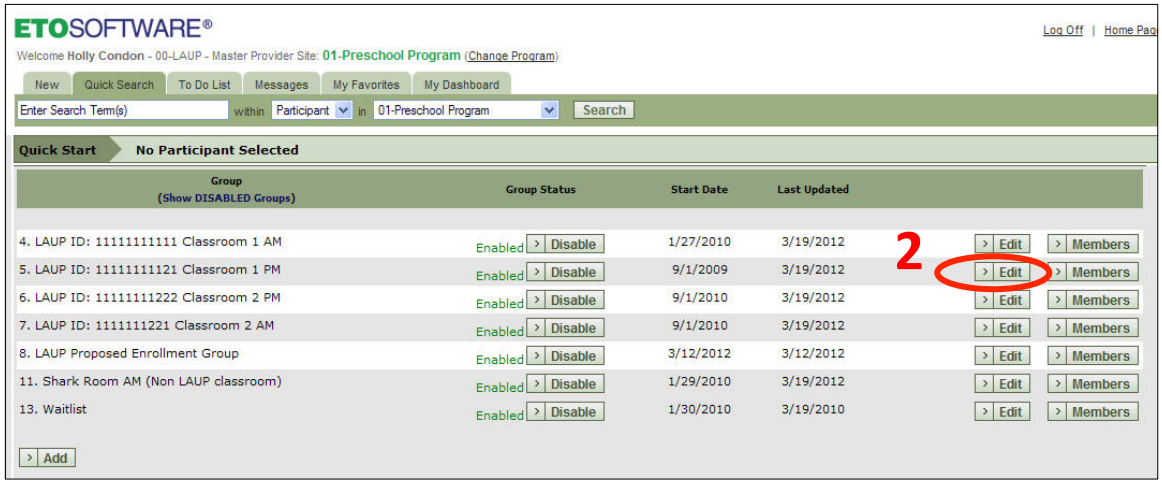
2. There are a variety of different types of reports included under Standard Reports. Mouse over (using your mouse, hold the cursor over) any report title for a description of the report. Scroll down to see the entire list of reports.
    a. Some useful reports are Birthday List, Avery 8160 Mailing Label for Participants and Participant List for (Program Name).

Appendix 2: Changing your Classroom Group name

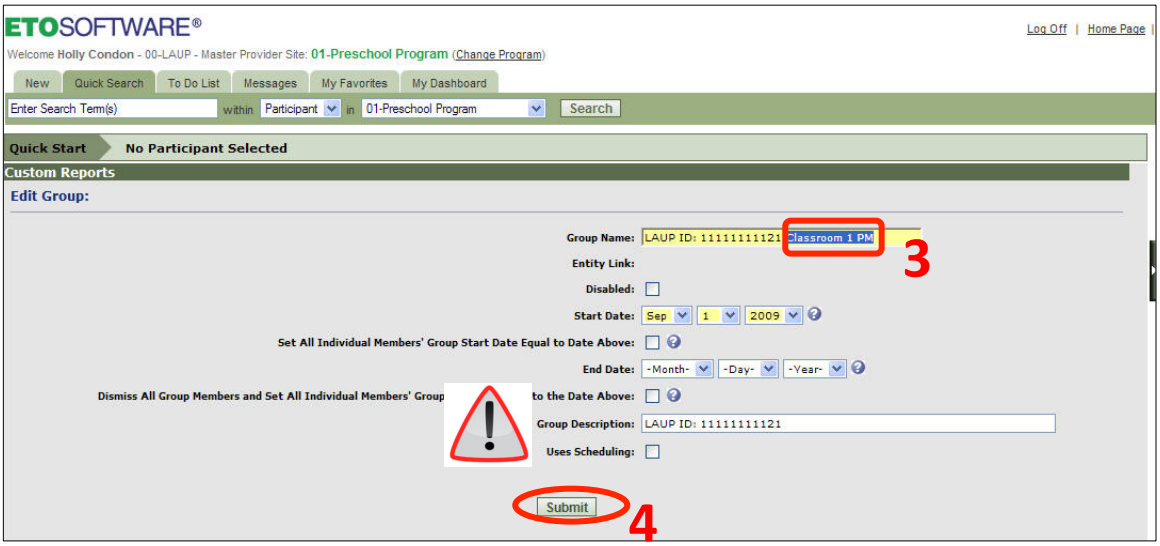
LAUP created classroom groups for each of your LAUP sessions you general classroom names. You can change the group name to reflect your actual classroom group name. ONLY CHANGE THE CLASSROOM NAME. DO NOT CHANGE ANY OTHER INFORMATION!!

ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Wednesday, Jul. 7, 2010
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Program Home Site Home
Last Login: 6/15/2010 1:34:31 PM
Failed Attempts Since Last Login: 0
Edit Page
LAUP LOS ANGELES UNIVERSAL PRESCHOOL
Preschool Program
Add New Entity
View/Edit Entity
Enroll Entity
To Do List | Review My Efforts | Edit My Efforts | Review Participant Efforts | Help
1 - Enroll a New Family/Child
2 - View Edit Family/Child Information
3 - Enroll A Family/Child From the Parent Program
5 - Manage Classroom Groups
6 - Record Attendance
7 - Record Classroom/Group Activities
8 - Record A New Referral
9 - View/Edit An Existing Referral
10 - Dismiss Family/Child From Program
1
Los Angeles Universal Preschool
750 N. Alameda St. Suite 200
Los Angeles, CA 90012
Support: 213-416-1301
Telephone: 213-416-1200
Toll Free: 866-675-5400
Fax: 213-416-1299
Email: info@laup.net
LAUP ETO Attendance Manual

1. From the Home Page, select **#5-Manage Classroom Groups** by clicking **GO.**


ETOSOFTWARE®
Log Off | Home Pag
Welcome Holly Condon - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Group (Show DISABLED Groups) | Group Status | Start Date | Last Updated
4. LAUP ID: 11111111111 Classroom 1 AM | Enabled Disable | 1/27/2010 | 3/19/2012 | Edit Members
5. LAUP ID: 11111111121 Classroom 1 PM | Enabled Disable | 9/1/2009 | 3/19/2012 | Edit Members
6. LAUP ID: 11111111222 Classroom 2 PM | Enabled Disable | 9/1/2010 | 3/19/2012 | Edit Members
7. LAUP ID: 1111111221 Classroom 2 AM | Enabled Disable | 9/1/2010 | 3/19/2012 | Edit Members
8. LAUP Proposed Enrollment Group | Enabled Disable | 3/12/2012 | 3/12/2012 | Edit Members
11. Shark Room AM (Non LAUP classroom) | Enabled Disable | 1/29/2010 | 3/19/2012 | Edit Members
13. Waitlist | Enabled Disable | 1/30/2010 | 3/19/2010 | Edit Members
Add
2

2. Click **Edit** for the group name you would like to change.



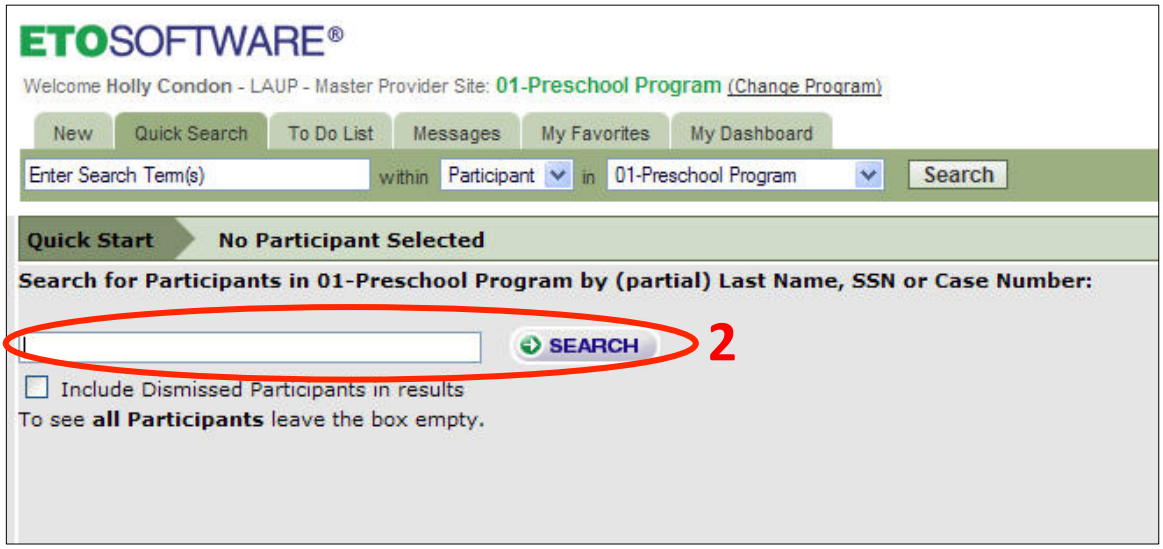
3. Leave the LAUP ID number as it is and change ONLY the classroom name located in **Group Name**. DO NOT CHANGE THE GROUP DESCRIPTION or any other information on the page!!
    a. For example, changing Classroom 1 PM to Red Class AM.
4. Click **Submit.**
5. To see the changes, follow step 1 (from the Home Page, click **GO** #5-Manage Classroom Groups).

DO NOT DELETE OR CHANGE YOUR LAUP ID NUMBER!! Making any type of changes other than your changing your classroom group name will cause your ETO data to be inaccurate and could possibly affect your payments.

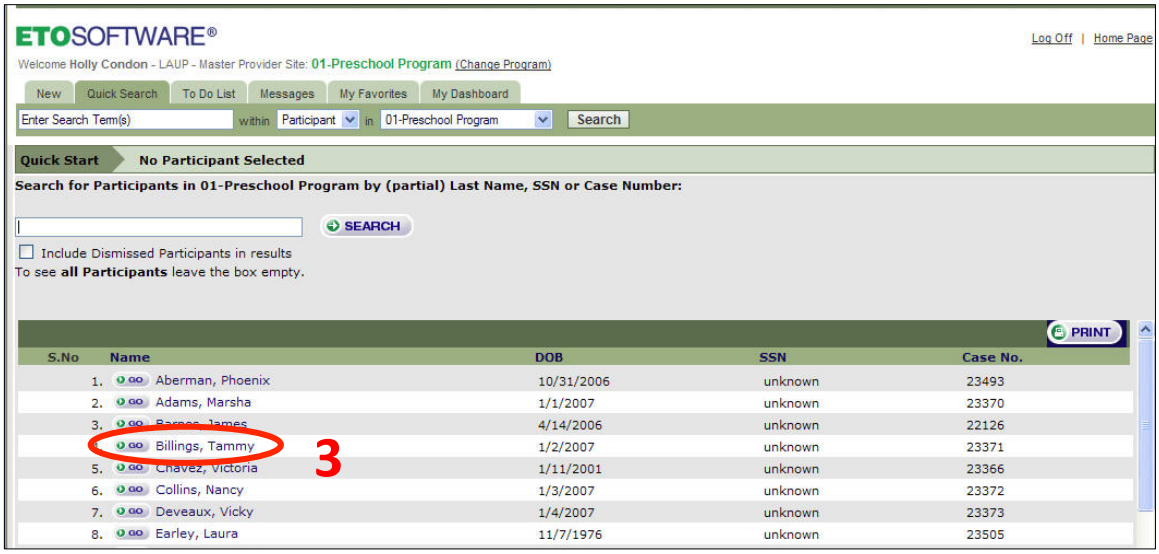
Appendix 3: Recording DRDP Assessments

The DRDP assessments will be completed twice a year for each child. Teachers will complete the "Baseline" assessment within 60 calendar days of the child's enrollment in the LAUP program and the "Follow-Up" assessment will be completed six months later. LAUP will notify providers of deadlines to submit DRDP Assessments to LAUP.

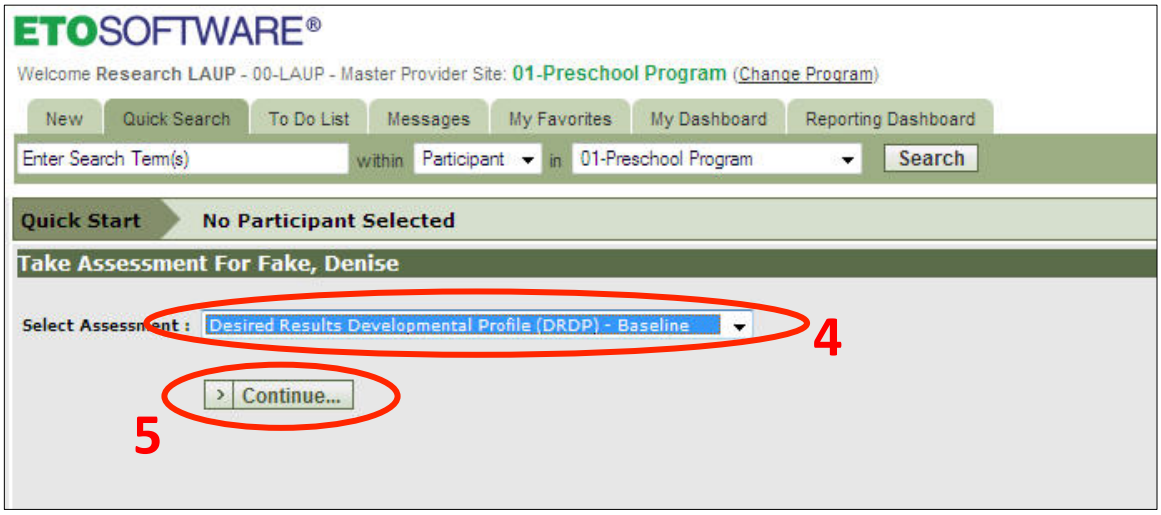
1. On the **Home Page**, select **#4-Record A Child Assessment** by clicking **GO.**



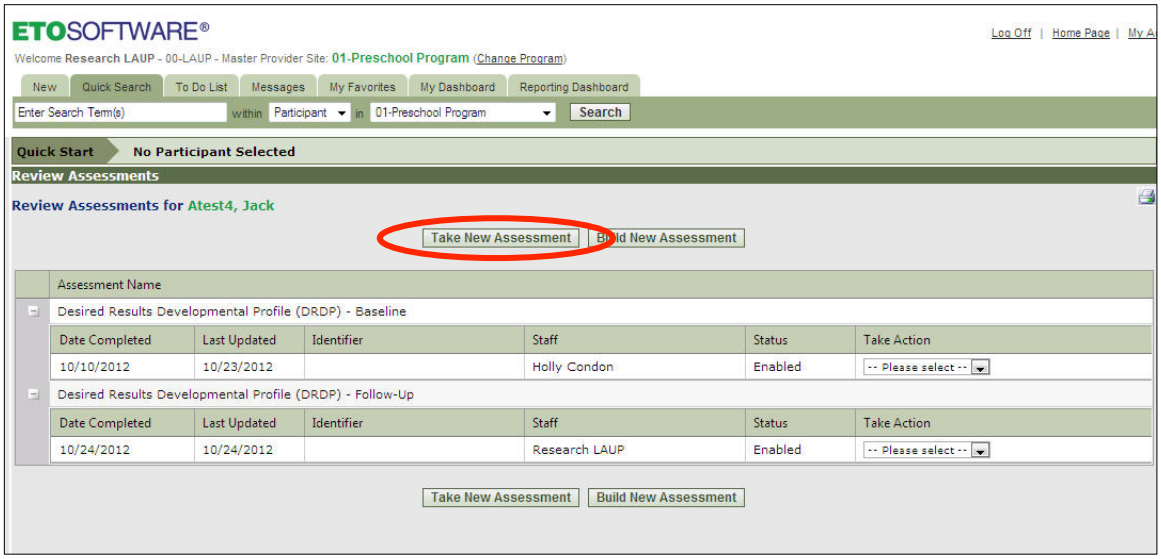
2. To search for children you have entered into the ETO system, you can enter the child's name or leave the search box empty and click on **SEARCH**. Leaving the search box empty will list all children enrolled in the program and does not sort by classroom group.



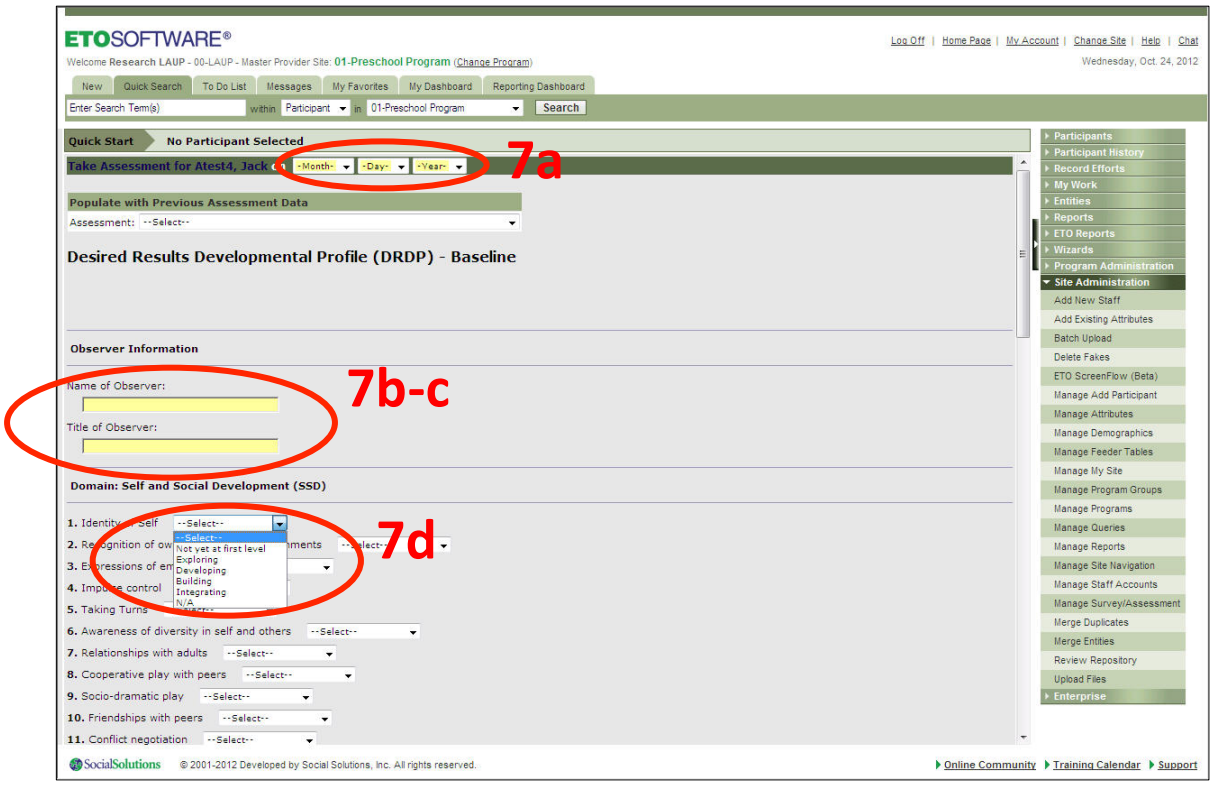
3. To select a child, click **GO** before the child's name.



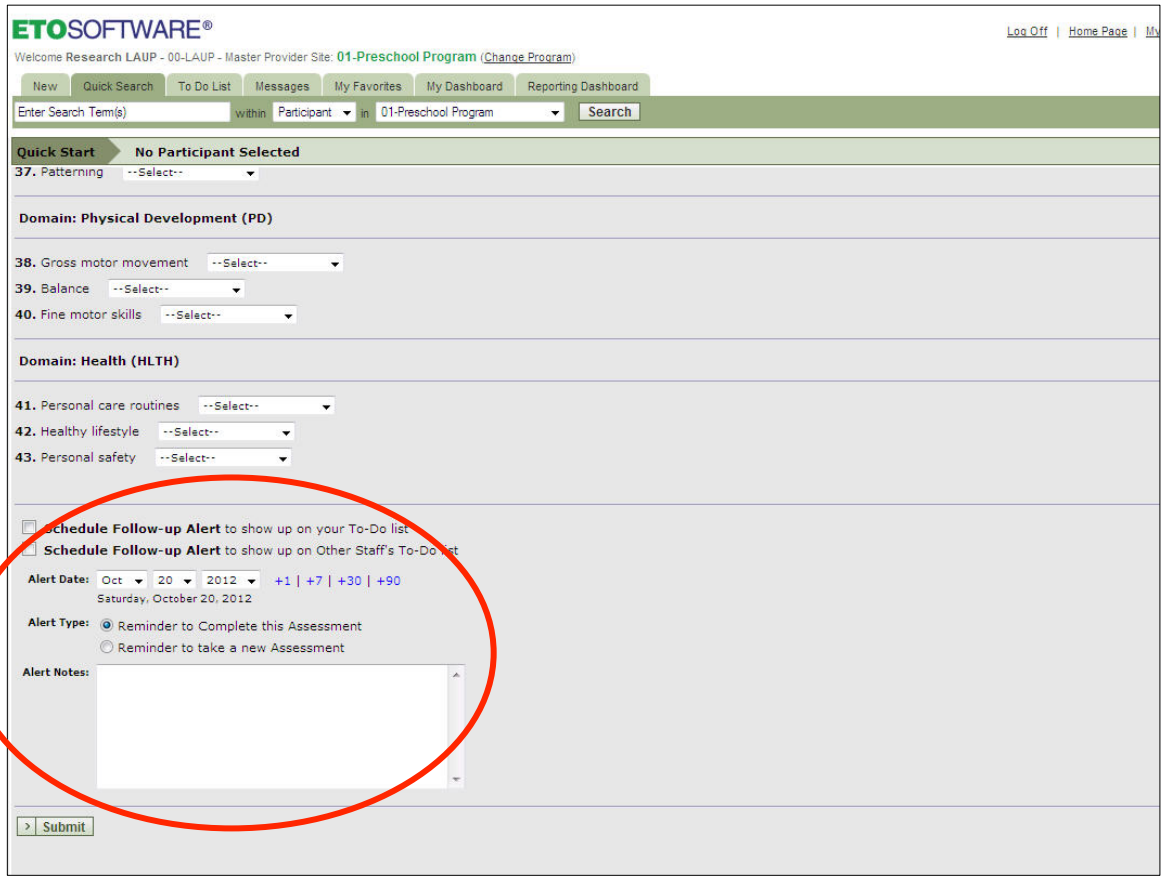
4. From the drop down menu select the appropriate **Desired Results Developmental Profile (DRDP).**
    a. For the Baseline assessment, select **Desired Results Developmental Profile (DRDP)-Baseline**
    b. For the Follow-Up assessment, select **Desired Results Developmental Profile (DRDP)-Follow-Up**
5. Click **Continue**
6. The assessment you select from the drop down menu will automatically populate the first time an assessment is completed for a child.



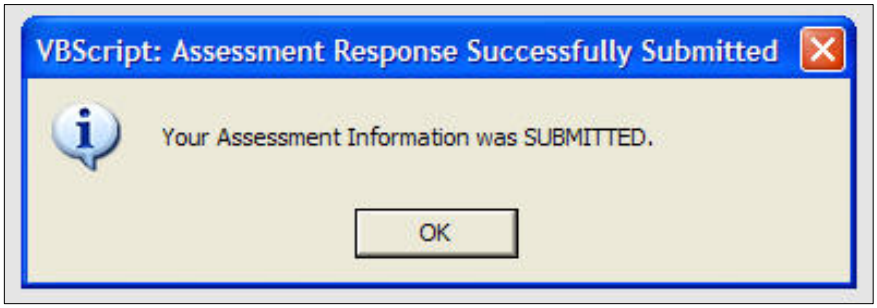
7. If an assessment has already been completed for a child, the above screen will appear.
    a. Click **Take New Assessment** and follow steps 4 and 5 from above.



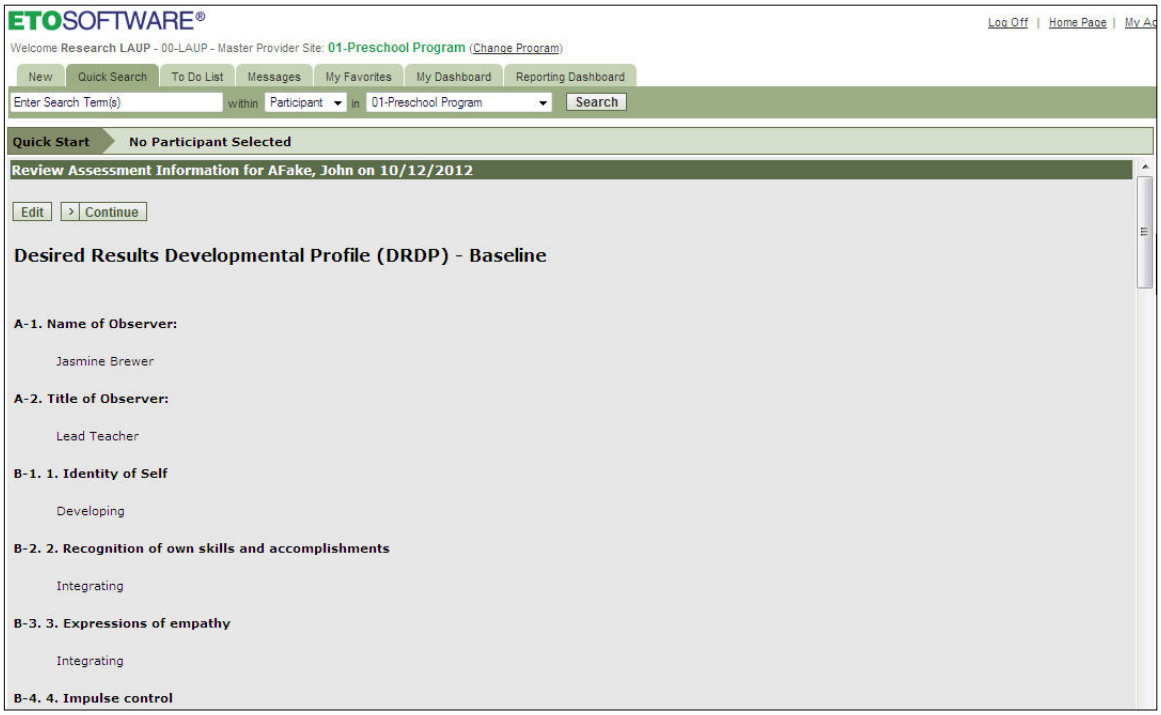
8. Begin recording the assessment. Yellow fields are required.
    a. **Take Assessment for (NAME of CHILD) on:** Enter actual date the DRDP was administered.
    b. **Observer Name:** This is the person who completed the DRDP.
    c. **Observer Title:** This is the title of the person and should be classroom staff (Lead Teacher, Assistant Teacher, etc.).
    d. For each of the 43 DRDP items, select the appropriate developmental level from the drop down menu. If you did not administer a section or did not record data for an element, select **N/A.**



9. Leave the **Schedule Follow-up Alert** items blank. LAUP will notify providers of deadlines for both the Baseline and Follow-Up assessments.



10. When finished entering developmental levels for each item, click **SUBMIT**.
11. The above dialog box will appear when you have completed the DRDP assessment and after clicking submit click **OK.**

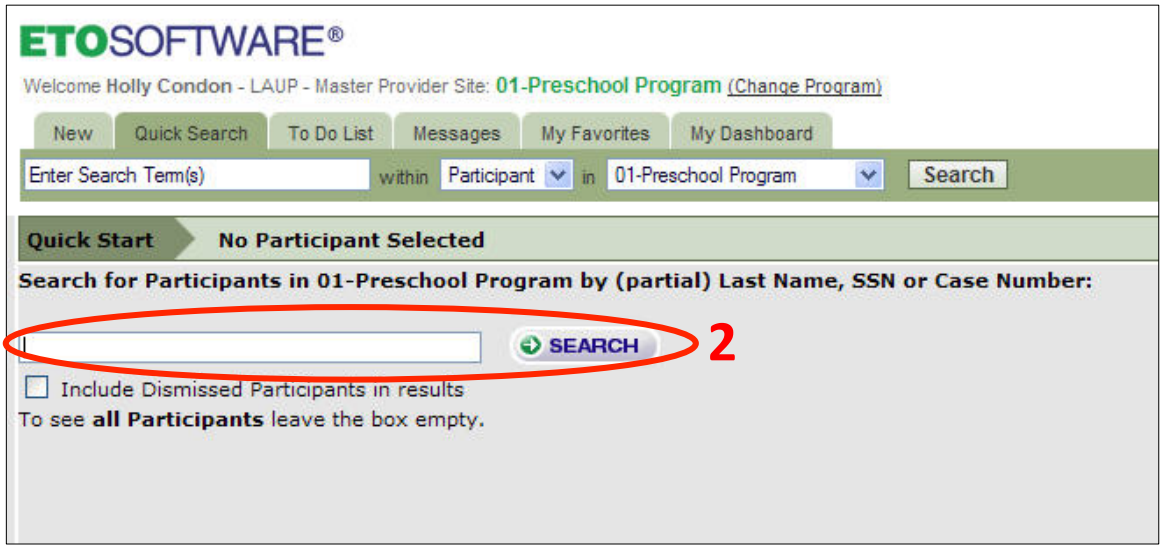


12. The above screen will appear when an assessment is submitted. Review your work and edit as necessary. Click **Continue**.
13. Repeat steps 1-12 for each child in your program.

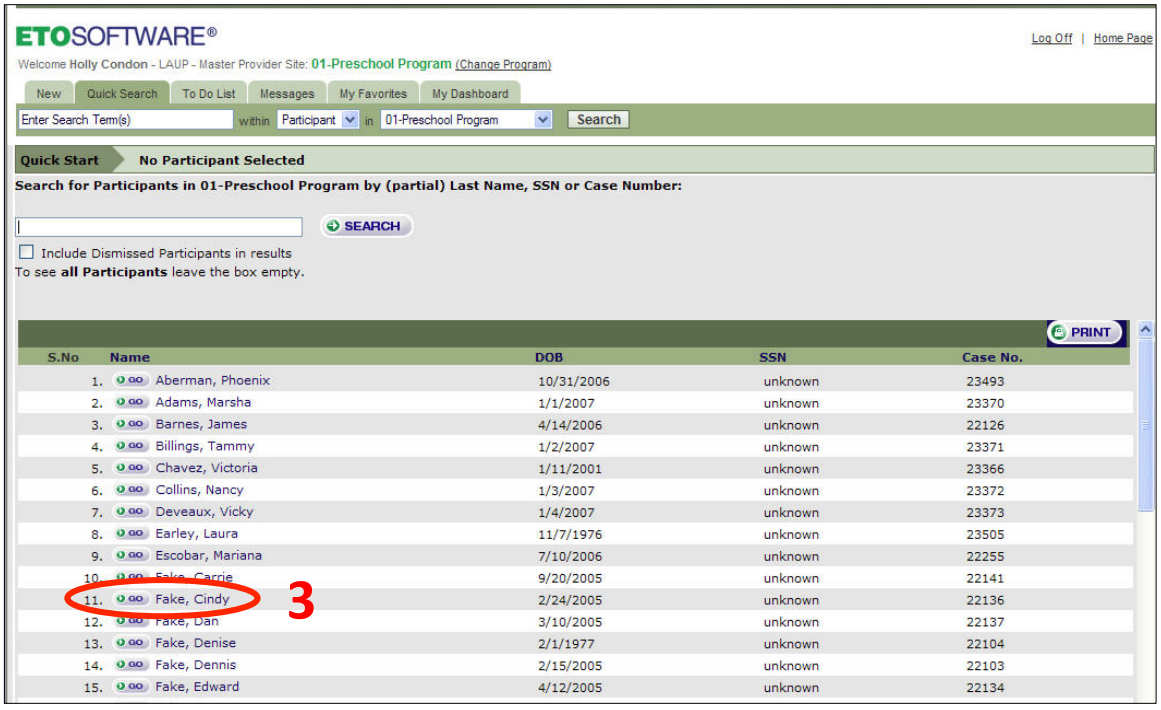
Appendix 4: Editing DRDP Assessments

Follow the steps below if you need to edit/make changes to a DRDP assessment after submitting the information.

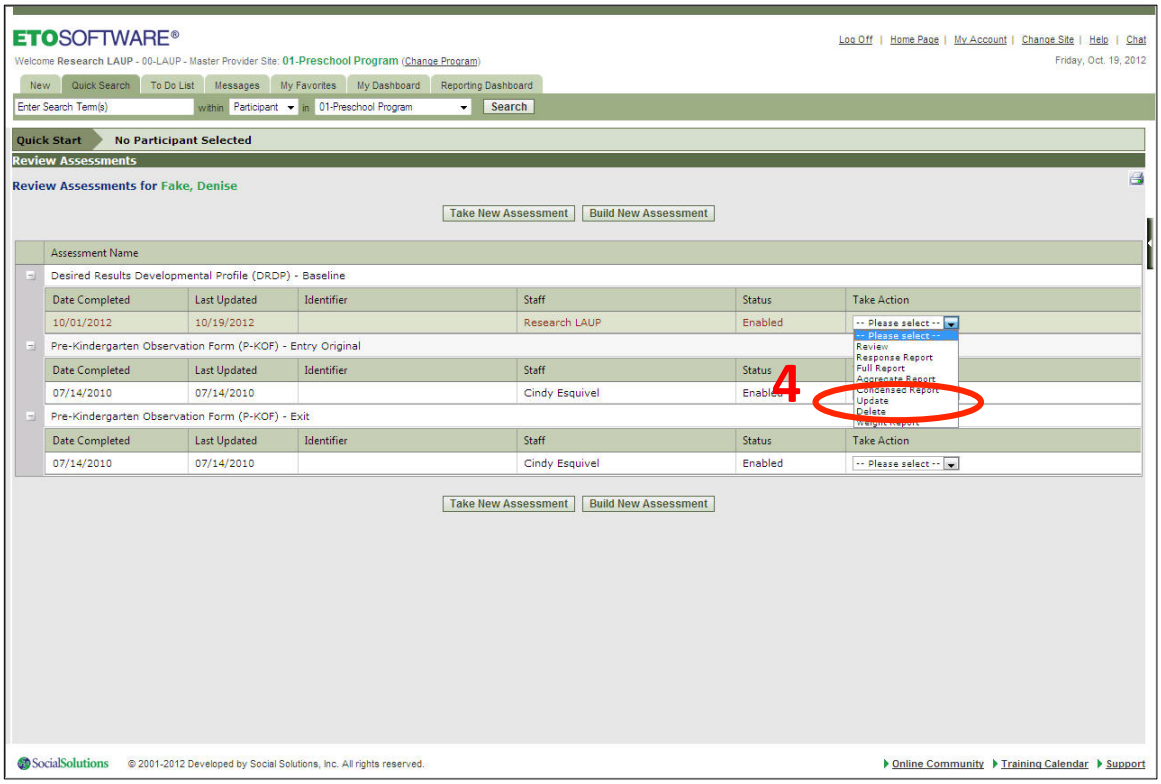
1. On the **Home Page**, select **#4-Record A Child Assessment** by clicking **GO.**



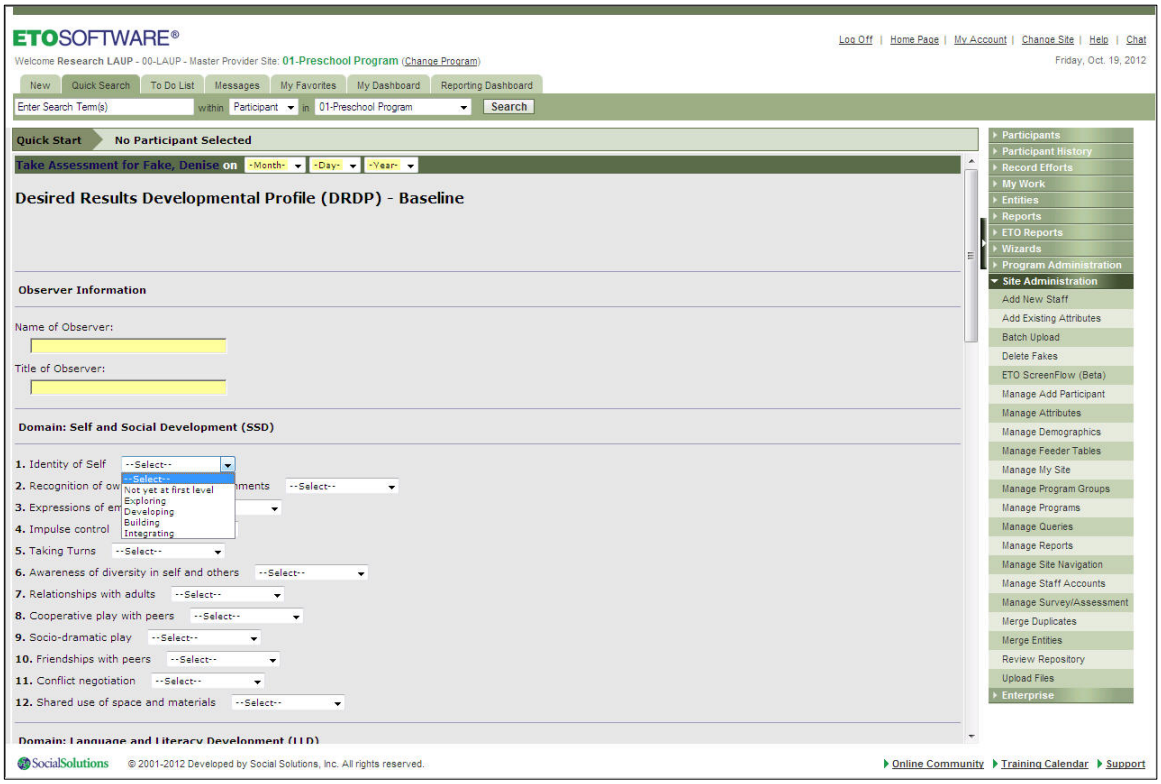
2. To search for children you have entered into the ETO system, you can enter the child's name or leave the search box empty and click on **SEARCH**. Leaving the search box empty will bring up the full list of children enrolled at your site.


ETOSOFTWARE®
Log Off | Home Page
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
New
Quick Search
To Do List
Messages
My Favorites
My Dashboard
Enter Search Term(s)
within
Participant
in
01-Preschool Program
Search
Quick Start
No Participant Selected
Search for Participants in 01-Preschool Program by (partial) Last Name, SSN or Case Number:
SEARCH
Include Dismissed Participants in results
To see all Participants leave the box empty.
PRINT
S.No
Name
DOB
SSN
Case No.
1. Aberman, Phoenix 10/31/2006 unknown 23493
2. Adams, Marsha 1/1/2007 unknown 23370
3. Barnes, James 4/14/2006 unknown 22126
4. Billings, Tammy 1/2/2007 unknown 23371
5. Chavez, Victoria 1/11/2001 unknown 23366
6. Collins, Nancy 1/3/2007 unknown 23372
7. Deveaux, Vicky 1/4/2007 unknown 23373
8. Earley, Laura 11/7/1976 unknown 23505
9. Escobar, Mariana 7/10/2006 unknown 22255
10. Fake, Carrie 9/20/2005 unknown 22141
11. Fake, Cindy 2/24/2005 unknown 22136
12. Fake, Dan 3/10/2005 unknown 22137
13. Fake, Denise 2/1/1977 unknown 22104
14. Fake, Dennis 2/15/2005 unknown 22103
15. Fake, Edward 4/12/2005 unknown 22134
3

3. To select a child, click **GO** before the child's name.
    a. This list includes all children enrolled in the program and does not sort by classroom group.



4. Select **Update** from the **Take Action** drop down menu.


ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help | Chat
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Friday, Oct. 19, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Take Assessment for Fake, Denise on -Month- -Day- -Year-
Desired Results Developmental Profile (DRDP) - Baseline
Observer Information
Name of Observer:
Title of Observer:
Domain: Self and Social Development (SSD)
1. Identity of Self --Select--
--Select--
Not yet at first level
Exploring
Developing
Building
Integrating
2. Recognition of ov ments --Select--
3. Expressions of eff
4. Impulse control
5. Taking Turns --Select--
6. Awareness of diversity in self and others --Select--
7. Relationships with adults --Select--
8. Cooperative play with peers --Select--
9. Socio-dramatic play --Select--
10. Friendships with peers --Select--
11. Conflict negotiation --Select--
12. Shared use of space and materials --Select--
Domain: Language and Literacy Development (LLD)
Participants
Participant History
Record Efforts
My Work
Entities
Reports
ETO Reports
Wizards
Program Administration
Site Administration
Add New Staff
Add Existing Attributes
Batch Upload
Delete Fakes
ETO ScreenFlow (Beta)
Manage Add Participant
Manage Attributes
Manage Demographics
Manage Feeder Tables
Manage My Site
Manage Program Groups
Manage Programs
Manage Queries
Manage Reports
Manage Site Navigation
Manage Staff Accounts
Manage Survey/Assessment
Merge Duplicates
Merge Entities
Review Repository
Upload Files
Enterprise
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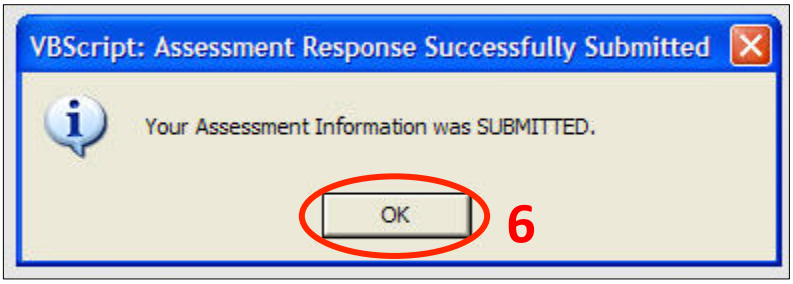
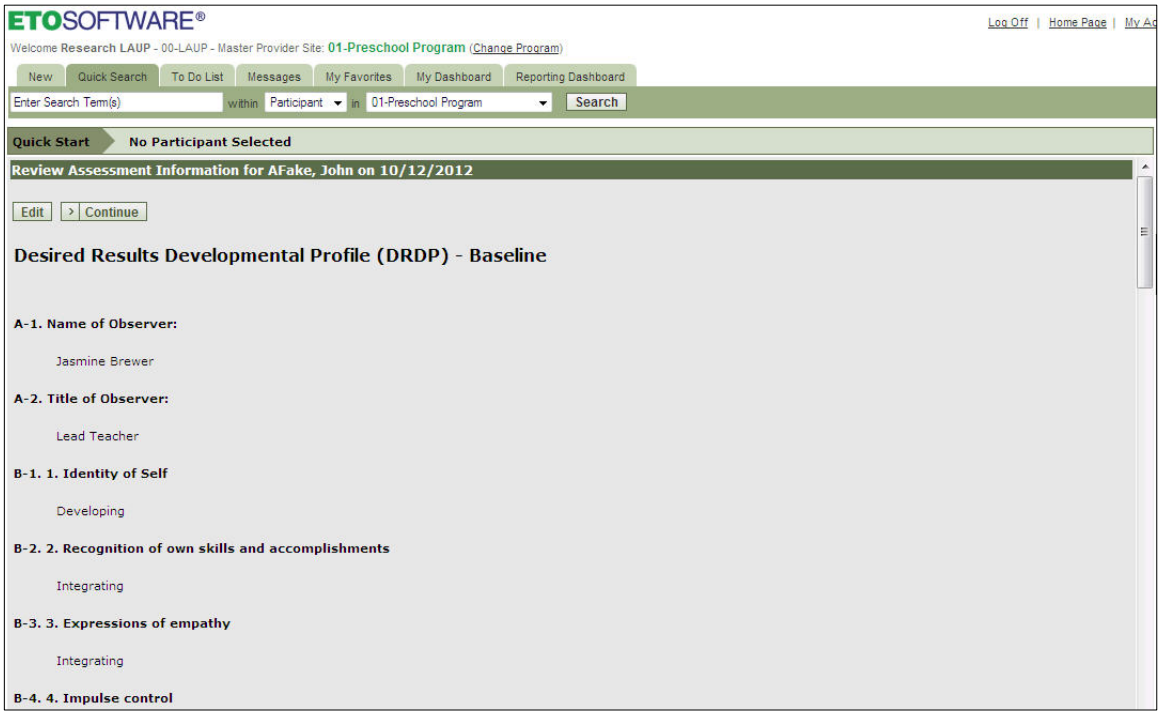
Online Community | Training Calendar | Support

5. To make edits, go to item to be changed and select the new developmental level from the drop down menu. When finished making all changes, click **SUBMIT** to save your edits and the following dialog box will appear.



6. Click **OK.**



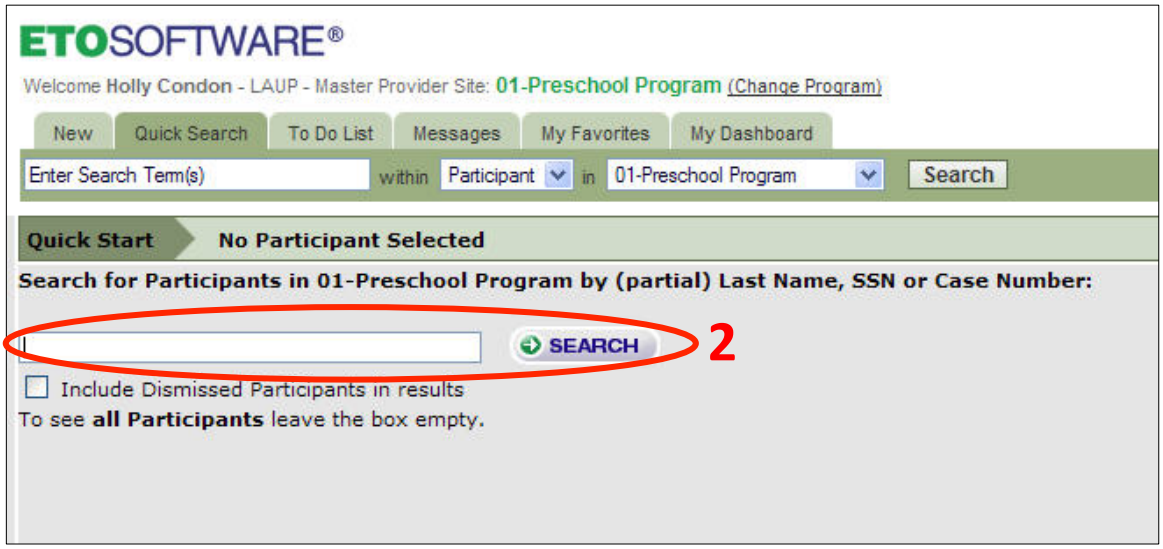
7. The above screen will appear when an assessment is submitted. Review your work and edit as necessary. Click **Continue**.
8. To make changes to additional children's DRDP assessments, follow Steps 1-7.

Appendix 5: Viewing DRDP Reports

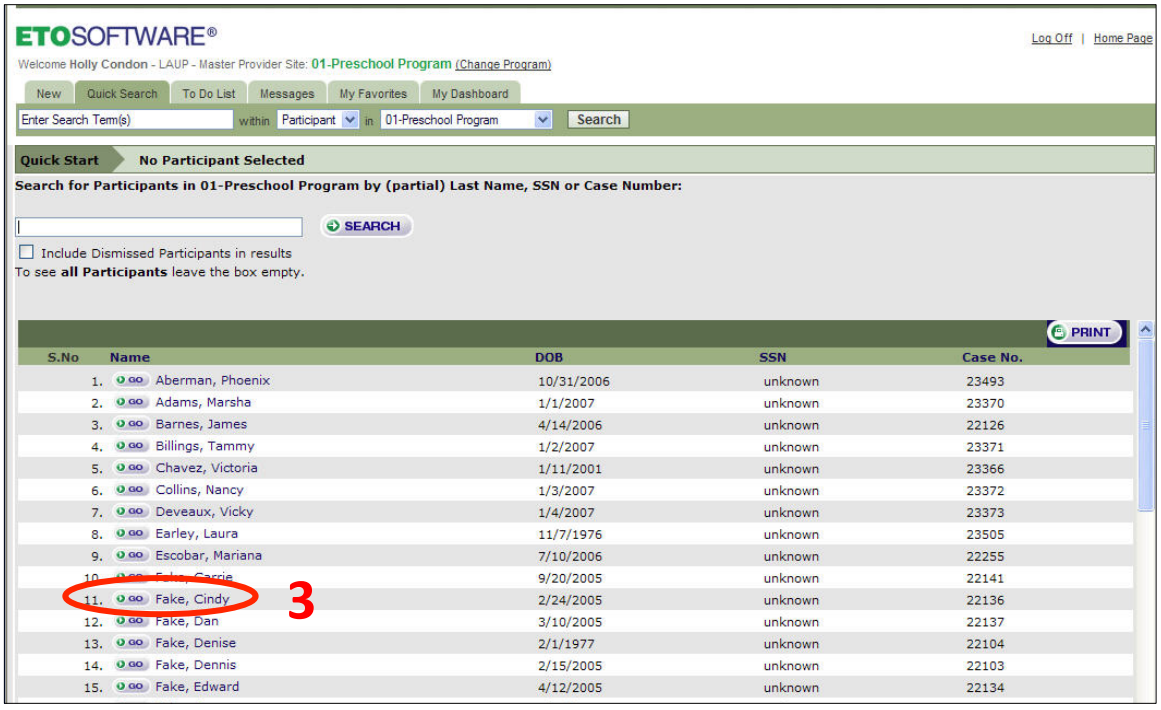
You can run DRDP Baseline and Follow-Up assessment reports for an individual child, the entire program or each classroom/group. You will need to run separate reports for the Baseline and Follow-Up assessments.

Individual Child Reports

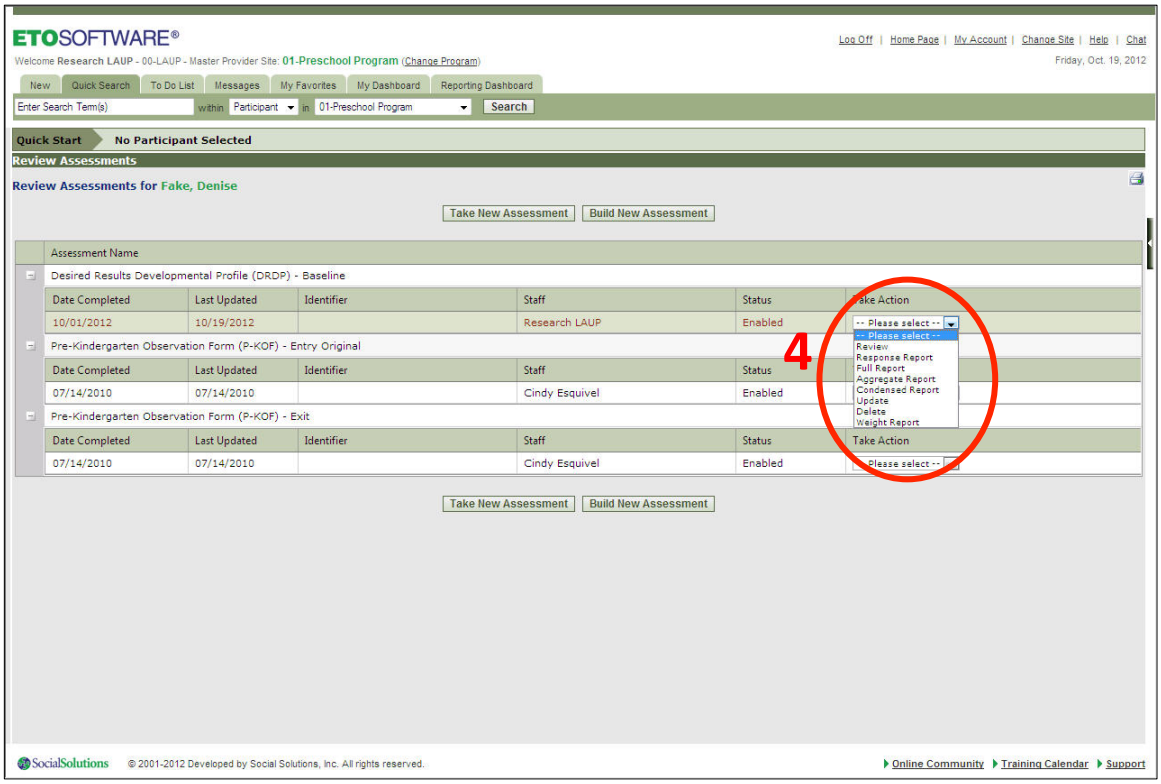
1. On the **Home Page**, select #**4-Record A Child Assessment** by clicking **GO.**



2. To search for children you have entered into the ETO system, you can enter the child's name or leave the search box empty and click on **SEARCH**. Leaving the search box empty will bring up the full list of children enrolled at your site.



3. To select a child, click **GO** before the child's name.
    a. This list includes all children enrolled in the program and does not sort by classroom group.


ETOSOFTWARE®
Log Off | Home Page | My Account | Change Site | Help | Chat
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Friday, Oct. 19, 2012
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Review Assessments
Review Assessments for Fake, Denise
Take New Assessment Build New Assessment
Assessment Name
Desired Results Developmental Profile (DRDP) - Baseline
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
10/01/2012 | 10/19/2012 | | Research LAUP | Enabled | -- Please select --
Pre-Kindergarten Observation Form (P-KOF) - Entry Original
Date Completed | Last Updated | Identifier | Staff | Status
07/14/2010 | 07/14/2010 | | Cindy Esquivel | Enabled
Pre-Kindergarten Observation Form (P-KOF) - Exit
Date Completed | Last Updated | Identifier | Staff | Status | Take Action
07/14/2010 | 07/14/2010 | | Cindy Esquivel | Enabled | -- Please select --
4
-- Please select --
Review
Response Report
Full Report
Aggregate Report
Condensed Report
Update
Delete
Weight Report
Take New Assessment Build New Assessment
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Online Community | Training Calendar | Support

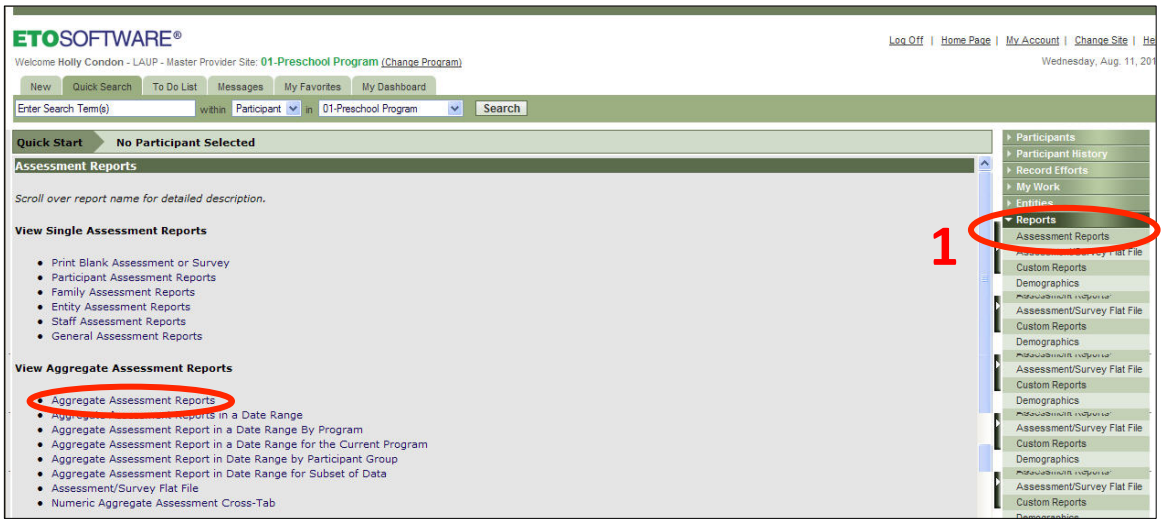
4. From the drop down menu, select the report you would like to run. The most used reports are listed below. New windows appear for reports b-d.
    a. **Review:** shows the DRDP questions with responses on comments within the ETO window.
    b. **Response Report:** shows only questions with responses and notes with headers on each page.
    c. **Full Report:** shows all questions, with and without responses, and notes with headers on each page (this is the longest report).
    d. **Condensed Report:** similar to response report but eliminates the large header except on page 1 (this is the shortest report).

If you have a Pop Up Blocker enabled, be sure to disable before running reports!!

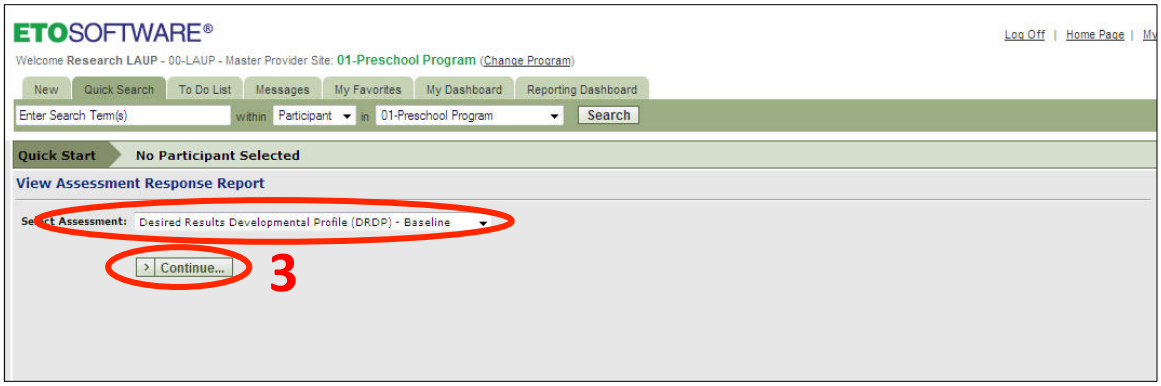
DRDP Assessment Report for Entire Program

The report below requires Crystal Viewer Reports. To install the appropriate software, see Appendix 6.

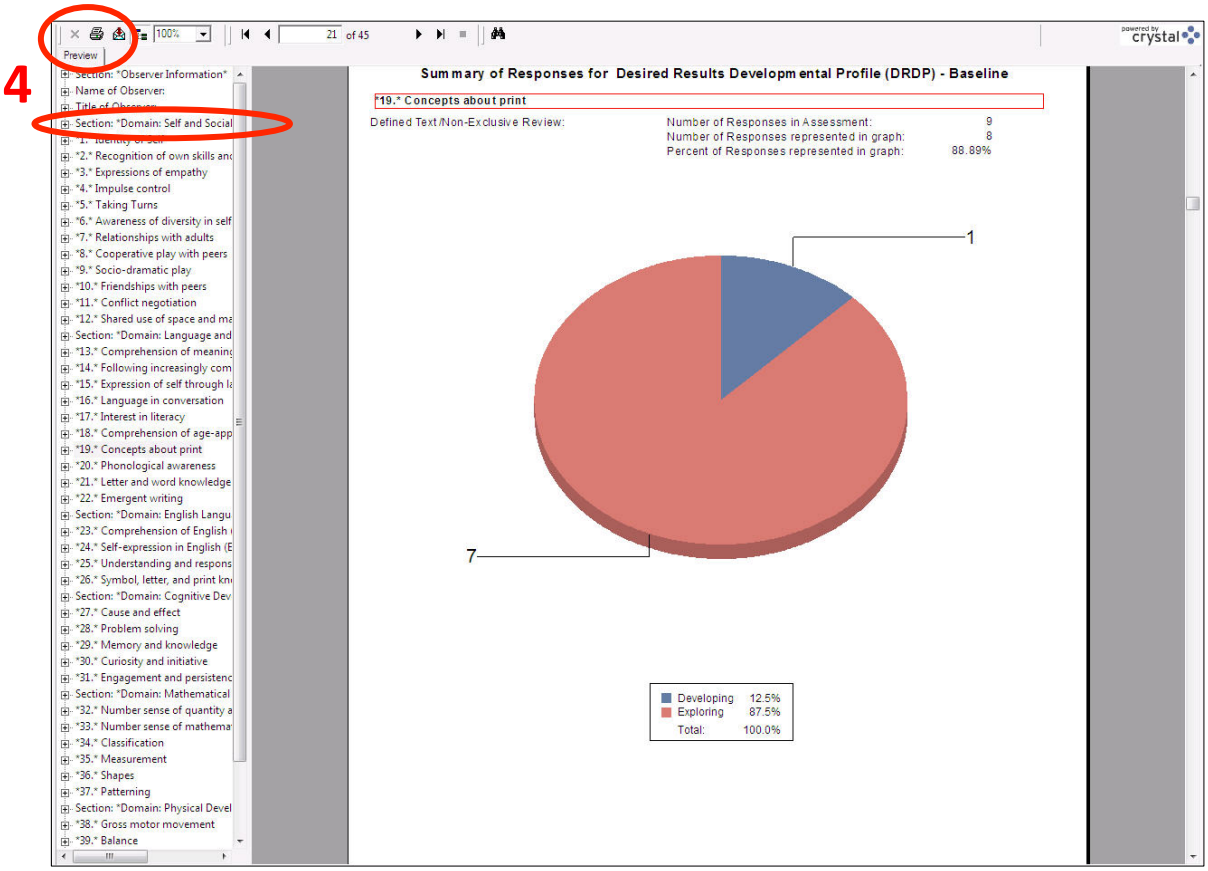
Please be aware that even with Crystal Viewer Reports, the report below may take a substantial amount of time to generate.


ETOSOFTWARE®
Welcome Holly Condon - LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page | My Account | Change Site
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
Assessment Reports
Scroll over report name for detailed description.
View Single Assessment Reports
Print Blank Assessment or Survey
Participant Assessment Reports
Family Assessment Reports
Entity Assessment Reports
Staff Assessment Reports
General Assessment Reports
View Aggregate Assessment Reports
Aggregate Assessment Reports
Aggregate Assessment Report in a Date Range
Aggregate Assessment Report in a Date Range By Program
Aggregate Assessment Report in a Date Range for the Current Program
Aggregate Assessment Report in Date Range by Participant Group
Aggregate Assessment Report in Date Range for Subset of Data
Assessment/Survey Flat File
Numeric Aggregate Assessment Cross-Tab
Participants
Participant History
Record Efforts
My Work
Reports
Assessment Reports
Custom Reports
Demographics
Assessment/Survey Flat File
1
2

1. To view a report for your entire program, from the Right Menu, click **Reports** and then click **Assessment Reports** (first option).
2. Click **Aggregate Assessment Reports**, under **View Aggregate Assessment Reports.**

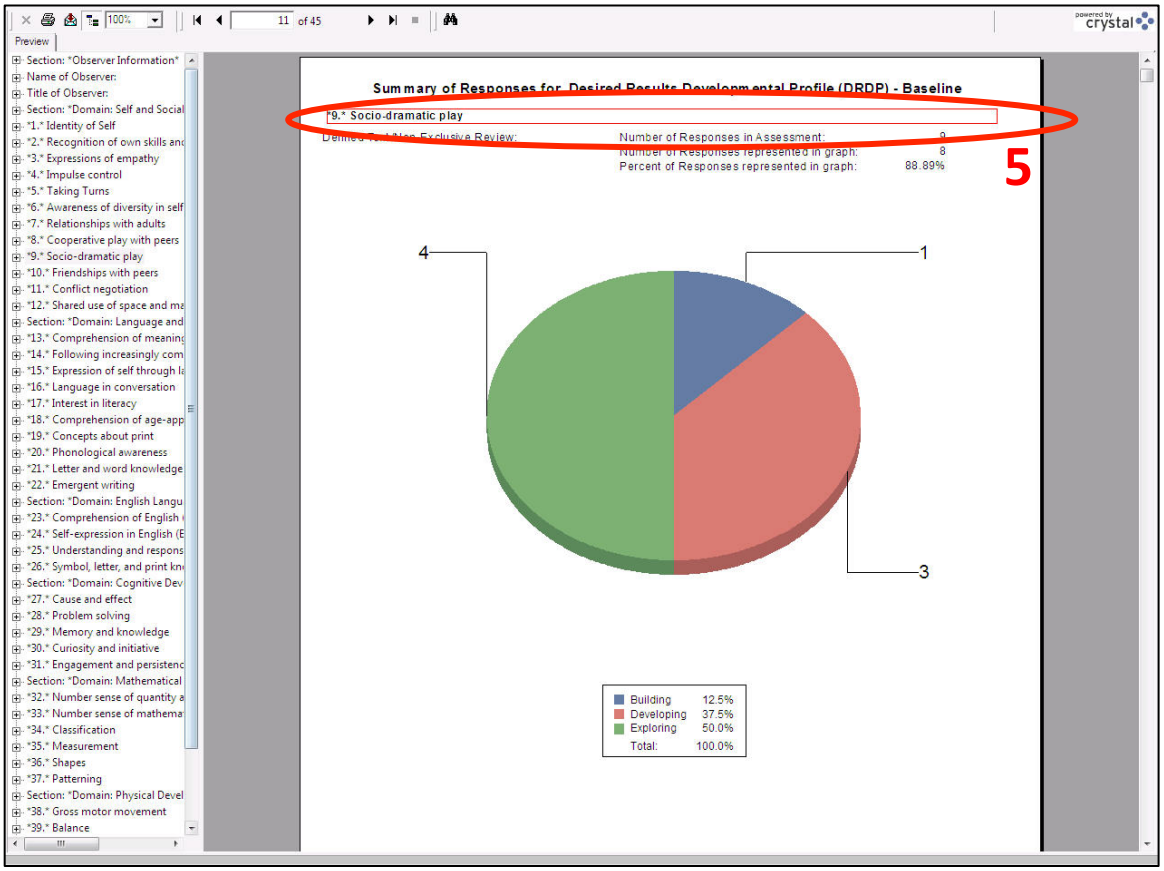

ETOSOFTWARE®
Welcome Research LAUP - 00-LAUP - Master Provider Site: 01-Preschool Program (Change Program)
Log Off | Home Page
New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard
Enter Search Term(s) within Participant in 01-Preschool Program Search
Quick Start No Participant Selected
View Assessment Response Report
Select Assessment: Desired Results Developmental Profile (DRDP) - Baseline
Continue...
3

3. Select the appropriate DRDP assessment (Baseline or Follow-Up) from the drop down menu and click **CONTINUE** and a new dialog box will appear**.**



4. This is the **Aggregate Assessment Report,** a Summary of Responses for DRDP, and includes responses for all children in the program.
    a. On the left side of the screen, the **Preview** menu lists each of the 43 DRDP items. To see the summary responses for an individual item (i.e. **Comprehension of meaning…**), click on that item and a pie chart will appear.
    b. You can print the report by clicking on the print icon located in the upper left corner of the dialog box (directly above the **Preview** tab).

If the report does not appear, you may need to install Crystal Report Viewer to view the report, see Appendix 7: Installing Crystal Viewer or. If you are having difficulties contact the ETO Hotline at 213-416-1301 for support.

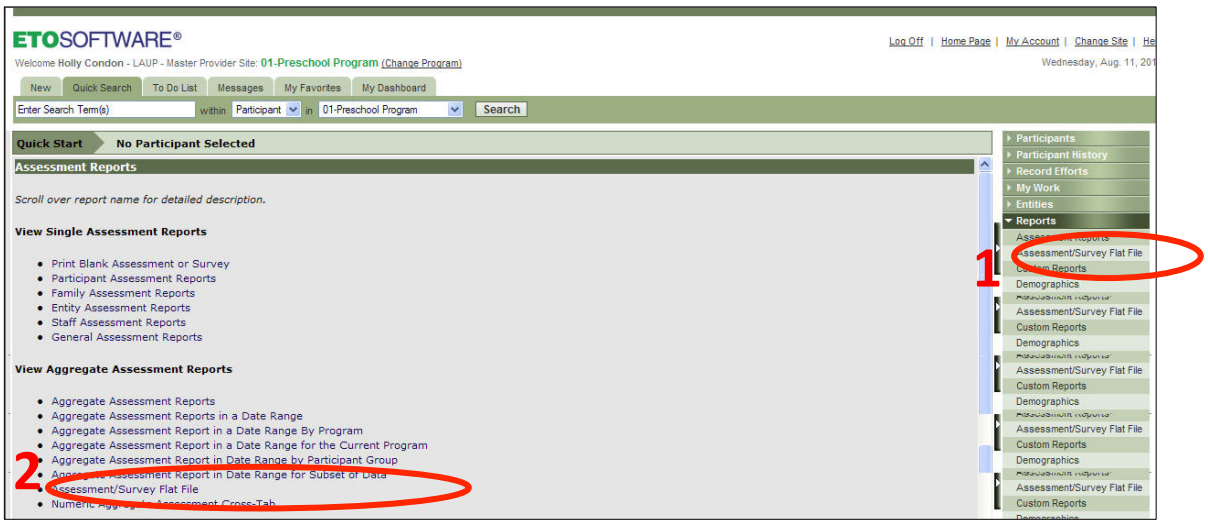


5. To view the development level of children for each DRDP item, place the cursor on the item title (i.e. **Socio-dramatic play…**) above the pie chart (a red box will appear around the text) and double click. You should now see a list of children and their developmental level, see next image.

6
9. Socio-dramatic play
1 07/15/2010 Allen, Steve Developing
2 07/16/2010 Barnes, James Exploring
3 07/16/2010 Escobar, Mariana Exploring
4 07/16/2010 Fake, Carrie Exploring
5 07/16/2010 Fake, Cindy Exploring
6 10/01/2012 Fake, Denise Developing
7 07/19/2010 Fake, George Developing
8 10/05/2012 Fake, Tim Building
Defined Text/Non-Exclusive Review:
Number of Responses in Assessment: 9
Number of Responses represented in graph: 8
Percent of Responses represented in graph: 88.89%

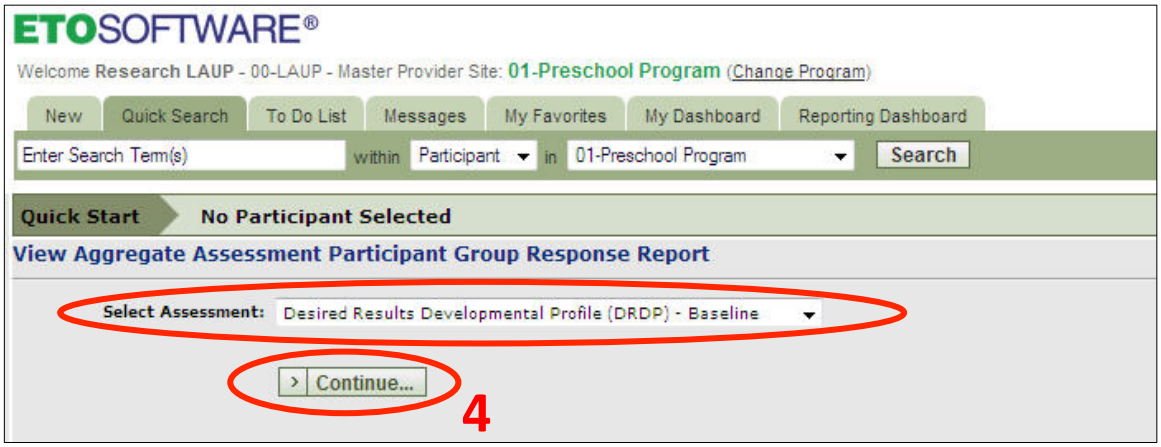
6. To get back to the Summary of Responses for DRDP, click either the **Preview** tab or the **X** directly above the Preview tab.
    a. You can print the report by clicking on the print icon located in the upper left corner of the dialog box (directly above the **Preview** tab).

DRDP Assessment Report for Classroom/Group

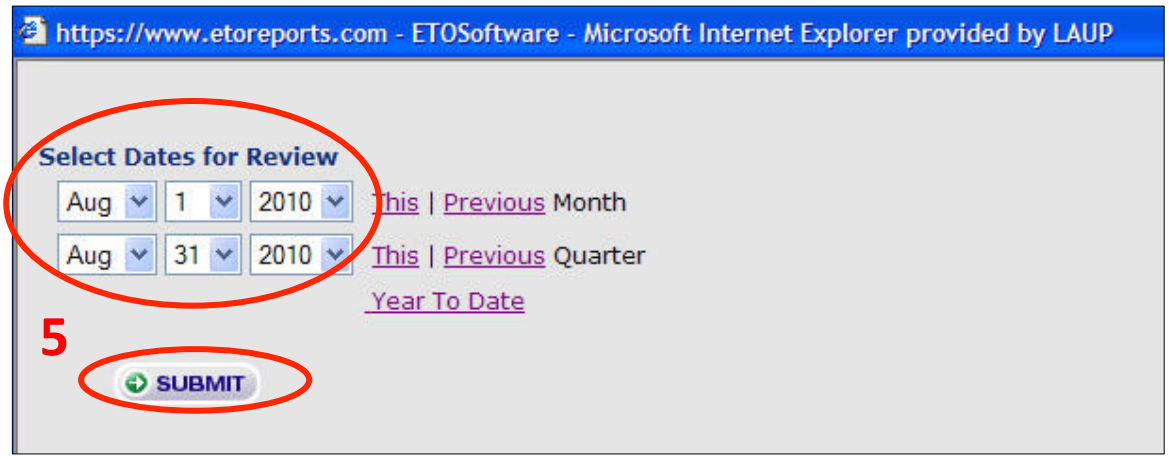


1. To view a report for your entire program, from the Right Menu, click **Reports** and then click **Assessment Reports** (first option).
2. Click **Aggregate Assessment Reports in Date Range by Participant Group**, under **View Aggregate Assessment Reports**

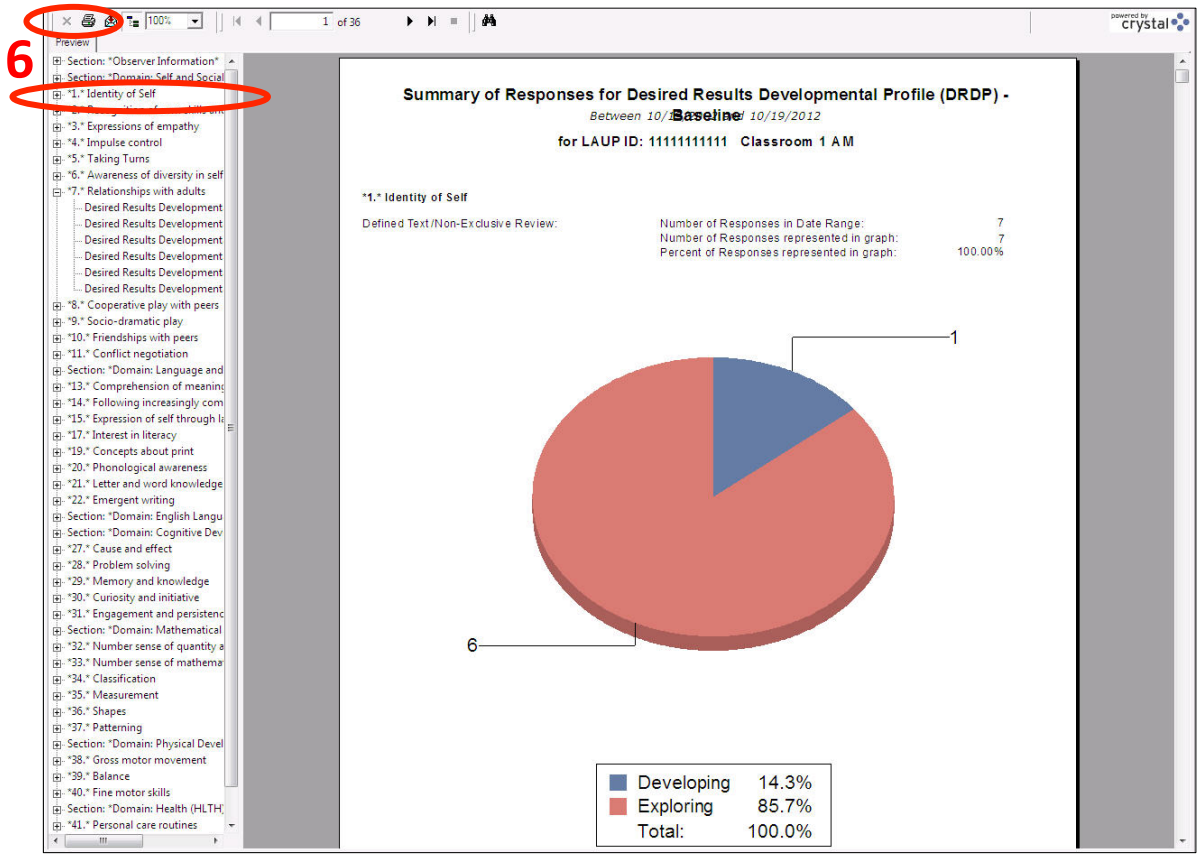
3. From the **Select Group** drop down menu, select the appropriate classroom group and click **CONTINUE**.



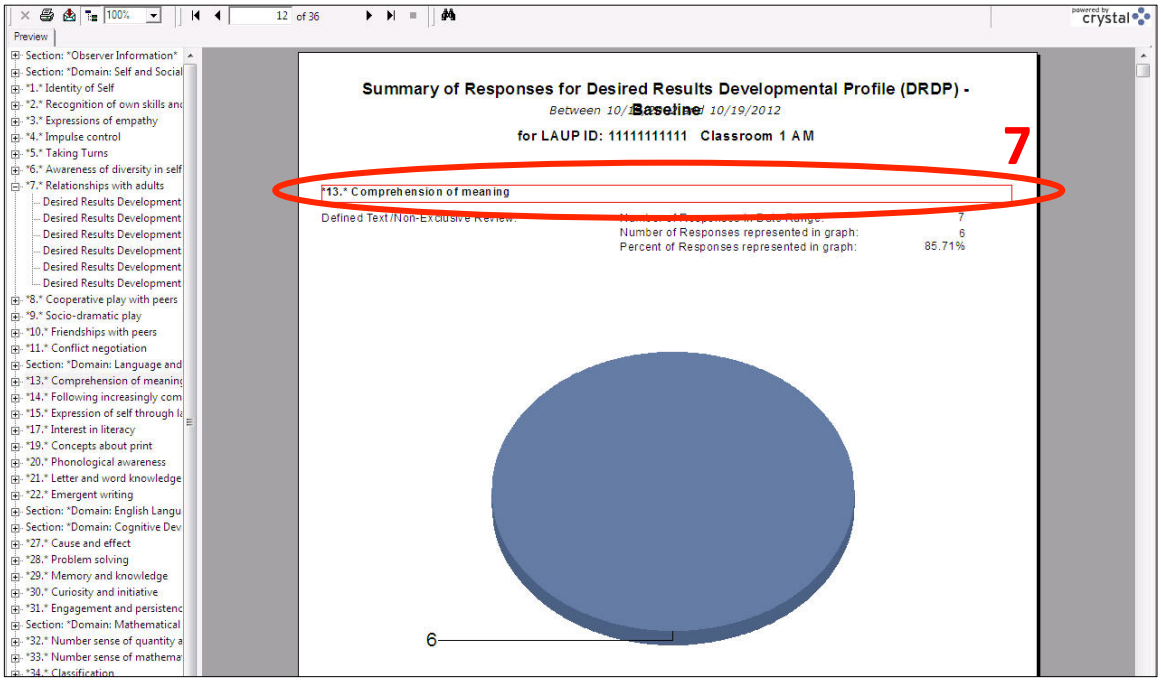
4. From the **Select Assessment** drop down menu, select the appropriate DRDP assessment (Baseline or Follow-Up) and click **CONTINUE.**



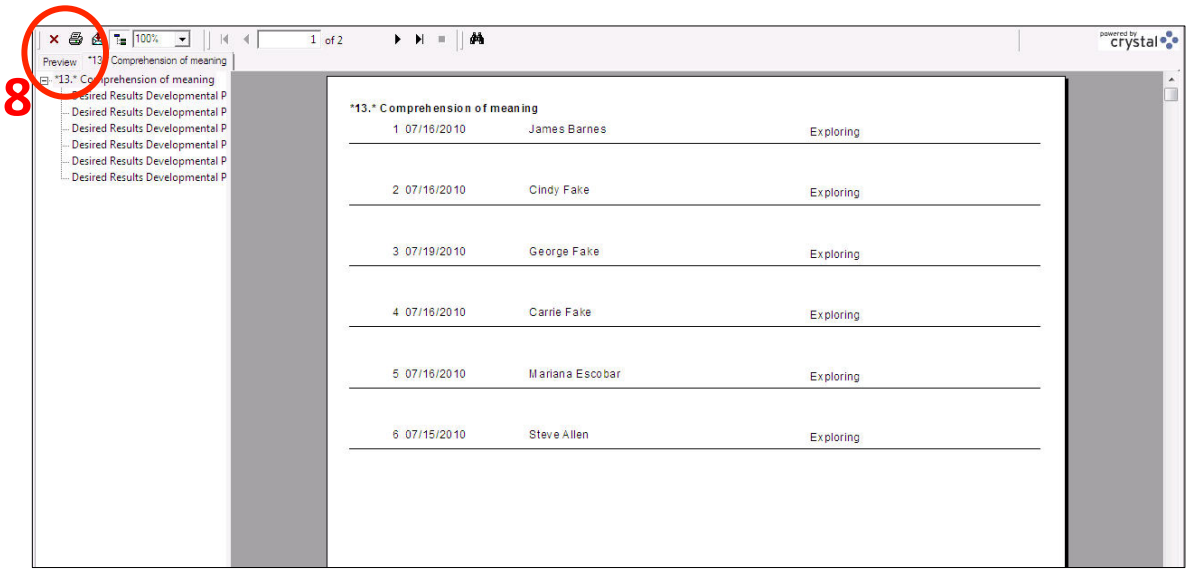
5. Enter the date range of when the DRDP assessment was completed and click **SUBMIT**.



6. This is the **Aggregate Assessment Report in Date Range by Participant Group,** a Summary of Responses for DRDP, and includes responses for all children in the program.
    a. On the left side of the screen, the **Preview** menu lists each of the 43 DRDP items. To see the summary responses for an individual item (i.e. **Identity of Self…**), click on that item and a pie chart will appear.


Summary of Responses for Desired Results Developmental Profile (DRDP) -
Baseline
for LAUP ID: 11111111111 Classroom 1 AM
7
13. Comprehension of meaning
Number of Responses represented in graph: 6
Percent of Responses represented in graph: 85.71%
6

7. To view the developmental level of children for each DRDP item, place the cursor on the item title (i.e. **Comprehension of meaning…**) above the pie chart (a red box will appear around the text) and double click. You should now see a list of children and their development level, see next image.


8
13. Comprehension of meaning
1 07/16/2010 James Barnes Exploring
2 07/16/2010 Cindy Fake Exploring
3 07/19/2010 George Fake Exploring
4 07/16/2010 Carrie Fake Exploring
5 07/16/2010 Mariana Escobar Exploring
6 07/15/2010 Steve Allen Exploring

8. To get back to the Summary of Responses for DRDP, click either the **Preview** tab or the **X** directly above the Preview tab.
    a. You can print the report by clicking on the print icon located in the upper left corner of the dialog box.

Appendix 6: Installing Crystal Viewer Reports

How do I install Crystal Reports viewer on my computer? Go to: http://www.etoreports.com/npviewer.exe and follow the steps to install the viewer.

IMPORTANT!!!!!! If you are part of a computer network (such as a school district) you should contact your IT department and/or network administrator before attempting to install the Crystal Report Viewer as you may not be able to install on your own.

When I click on a link to open a Crystal Report, nothing happens. Why? The most likely explanation is that pop-up blockers are getting in the way.

What are Pop-Up blockers? A Pop-Up blocker is software that prevents new web browser windows from launching and can be useful for stopping unwanted advertisements from popping up unexpectedly. The problem is Crystal Reports always launches in a new window, so we'll need to disable your computer's pop-up blocking software in order to make Crystal Reports work properly.

How do I find out if I have Pop-Up blocking software on my computer, and how do I disable it? There are so many different brands and types of Pop-Up blocking software products out there that it is unfortunately not possible to document them all here. However, here are the three most common sources of pop-up blocking on our customers' computers along with tips for disabling them.

1. Internet Explorer 6.0 itself now has built-in Pop-Up blocking functionality. To disable it, go to the Tools menu, then choose Pop-Up Blocker, and from the menu that appears to the right, select "Turn off Pop-Up Blocker".
2. Google Toolbar blocks Pop-Ups, including Crystal Reports. To disable Google Toolbar's Pop-Up blocking functions altogether, follow these steps (from http://www.google.com/support/toolbar/bin/answer.py?answer=9160&topic=116)
    - Click the "Settings" button on your Toolbar and choose "Options.
    - "Select the "More" tab.
    - Un-check the box next to "Popup Blocker."
    - Click "OK."
3. Yahoo Toolbar is another common source of Pop-Up blocking. According to a Yahoo! Help document (published here: http://help.yahoo.com/help/us/toolbar/pub/pub-13.html), you can turn the Yahoo! Pop-Up Blocker on or off by following these steps:
    - Click the Pop-Up Blocker menu
    - Select "Enable Pop-Up Blocker"
    - If the checkmark was present, Pop-Up Blocker is now off. If the checkmark was not present, Pop-Up blocker is now enabled.
    - For more comprehensive instructions on disabling and managing the Yahoo! Toolbar and its Pop-Up blocking functionality, please consult Yahoo!'s help documentation, starting here: http://help.yahoo.com/help/us/toolbar/pub/pub-13.html

4. For additional help with disabling these or other Pop-Up blockers, you may want to check out an excellent Internet-accessible document published by the National Association of College and University Business Officers, available here: http://www.nacubo.org/documents/prof_dev/PopUpBlockers.pdf

When I click on a link for a Crystal Report, a new window *does* launch, but the problem is that it contains nothing but a little red 'X.' So where's my report? In this case, the problem is not Pop-Up blocking software. (We can be sure of that because the new window did in fact pop up; it just doesn't contain the Crystal Report we were expecting). If all you're seeing in that new window is a red 'X' inside of a white rectangle, then you will need to install the Crystal Reports Viewer software. It is available here: http://www.etoreports.com/npviewer.exe. This process will only take a few minutes. Simply click on the link above, and when the new window appears click 'Run' to install the file. As is the case with many .exe files (or "executable" files), you may encounter warning messages or confirmation messages along the way which ask you whether you are sure you want to install this software. Please answer in the affirmative to all such questions, as this application is harmless and necessary for the viewing of Crystal Reports.

I tried to install the Crystal Reports viewer (http://www.etoreports.com/npviewer.exe) but I am still seeing the red 'X' and no Reports. What should I do now? First, please try restarting your computer. That is sometimes all it takes to get the Crystal Reports viewer working. If rebooting does not help, please contact your network administrator for help with installing the Crystal Reports viewer. You might not have administrative access to the computer on which you are trying to install the Crystal Reports viewer. (If you got a message during the install process that InstallShield was in use, you probably do not have administrative access to this computer). In that case, only your network administrator will be able to assist you. If your organization does not have a network administrator (or an IT department), please consult whomever in your office is responsible for installing new software applications on your computers.

Other troubleshooting tips: Please make sure you are using a 32-bit Operating System. You can check your System Type by going to your computer Start Menu, right-clicking on Computer, and clicking Properties. A 64-bit Operating System is incompatible with viewing Crystal reports.
Additionally, if you are having trouble exporting a Crystal report. You might need to add a few trusted sites to your browser. To fix this issue please go to Internet Explorer > Tools > Internet Options, from here go to the Security Tab and click on Trusted Sites > Sites and make sure these site are added: https://etoreports.com, https://etoreports2.com and https://reports.etosoftware.com. Also, make sure IE8 is running in compatibility mode. Then click close and ok to close the Internet Options. Close all browsers and reopen ETO Software. If you are still unable to export and save a report please contact Customer Support for further assistance.